DOCUMENT RESUME

ED 191 474 IR 008 730

AUTHOR	Bauer, Alice G.: And Others
TITLE	Report of the Task Force on Technical Processing.
INSTITUTION	Virginia Univ., Charlottesville. Alderman Library.
PUB DATE	16 Jul 79
NOTE	151p.: For related documents, see IR 008 721, IR 008 728-729. Light and broken print on several pages.
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	Academic Libraries: Card Catalogs: *Cataloging: *College Libraries: *Library Administration: *Library Catalogs: *Library Technical Processes
IDENTIFIERS	*Anglo American Cataloging Rules

ABSTRACT

This task force report evaluates the impact of AACR2 (American Anglo Catalog Rules 2) and the closing of the Library of Congress card catalog on cataloging and other technical processing routines both in Alderman Library and its branches. It provides specific recommendations for the form of the catalog, changes in operating routine, the organization of the cataloging department, authority control (including links), and serials. Appendices include a comparison of AACR1 and AACR2 cataloging rules; reviews of main cards, subject cards, and periodical records requiring change; and reports on the effects of AACR2 on rare books, music, non-roman alphabets, serial cataloging, and authority and linkage work. (RAA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED191474

REPORT OF THE TASK FORCE ON TECHNICAL PROCESSING

16 July 1979

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Robert A. Seal

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR008730

TO: Committee on the Future of the Card Catalog

RE: Report of the Task Force on Technical Processing

FROM: Alice G. Bauer, Chairman; Mary Beth Bell, Patricia Bennett, Michael Bernhard, Martin Davis, Charles Finn, Susanne Glass, Brenda Hovanic, Jared Loewenstein.

In the charge to the Task Force on Technical Processing, we were asked to:

1. Determine the effects of AACR2 and the closing of LC's catalog on cataloging and other technical processing routines, both in Alderman and the branches.
2. Make recommendations regarding the future form of the card catalog in light of AACR2, etc. - specific concerns to include changes in routine, the organization of the Cataloging Department, authority control including links, and serials.

In reviewing the impending rule changes, we soon became aware that many of the disruptions that will occur in our catalogs because of changed headings will come about not solely from the adoption of AACR2 but equally from the abandonment of LC's policy of superimposition, whereby pre-AACR1 headings continued to be used after 1967 if they had already been established. This means that from Day One, all headings will be newly established according to AACR2, regardless of whether they had formerly been established differently or not. Many headings so established will have the same form they had before, but a considerable number will have a different form.

Our first order of business, then, was to study, chapter by chapter, the second half of the AACR2 rules (i.e., choice and form of main and added entries) and attempt to project what we found into our present catalog. Early in our discussions we became aware of certain areas of dramatic change which would

affect the consistency in our catalog adversely. Citing some few of these[1], we find that authors who consistently write under psuedonyms will be entered under the pseudonym rather than the real name - the exact opposite of the rules we have used to this point. The best example of this is that Samuel Clemens will become Mark Twain. Also, authors writing under several names at the same time, if used equally, will have an entry under the name used on the title page of the book being cataloged. Example John Creasey, Gordon Ashe, Michael Holliday, etc., all names or pseudonyms for the real person whose name is John Creasey. Under the old rules all of his works are cataloged under Creasey with cross references from the other names he used. This particular situation presents another problem also because LC has not indicated at this writing whether they will classify and Cutter to each form of the name used or classify and Cutter all of his entries to his real name; also whether they will reclassify and recutter Mark Twain or other names with reestablished forms of entry. This has wide implications for us, particularly so far as rare book cataloging is concerned. We also are going back to the use of initials as a main entry - such as H. D. for Hilda Doolittle.

Continuing with differences in the rules, the new rules establish names based on the title-page form of the name. If the Christian names are represented by initials, initials will be used only, unless there is a conflict of entry with an already established name. In that case a birth date or some other qualifier will be supplied. In frequent cases, we may already have what appears to be that author established in a fuller form and judgement must be made as to whether the fuller form of the name can be the

[1]See Appendix 1

same person. Some of this decision work can be done through the LC authority file but with common names and initials which appear frequently, manual judgement is involved, even to getting books from the stacks for lists of titles written by each author.

Practically all universities will have a change of entry. Where we formerly entered most of them under name of state, city, etc., University, the new form will become University of [state, city, etc.] . This in itself becomes a filing problem in a manual catalog, because in a library the size of ours we could have 8 - 9 drawers starting out University of _____. Also because of the filing rules we use, subdivisions of different corporate bodies with similar names can be interfiled, making it difficult to do a thorough search without much persistence.

Geographic headings will have qualifiers, place or country, placed in ( ) after the place name. Examples: Charlottesville (Va.); Budapest (Hungary) rather than the present Charlottesville, Va. and Budapest.

Probably our most difficult area to adjust to in the new rules will be with corporate and conference entries. There will no longer be entry under place (unless an official government publication). Example: Metropolitan Museum (New York) rather than the present New York (City) Metropolitan Museum. Some few of the changes, as in the case of conferences, congresses and meetings are more cosmetic than anything else but even this could affect filing so that titles would be lost in searches. In some cases entries will pass through the hierarchy of organization and go directly to what was formerly a sub-body of a larger organization under the old rules.

Serials will no longer have a special chapter dealing with entry but will be treated like any monographic title. Additionally the concept of corporate body as author has been narrowed considerably. In many cases the

entry will be under a generic title - Examples:

Old Rules:

1. Geological Society of America
   Annual report

2. Geological Society of America
   Special publications

New Rules:

1. Geological Society of America
   Annual report

2. Special publications / Geological Society of America

This type of entry problem will probably create problems for the user and staff for some years since they are so used to the old approach.

The new rules also call for successive entry - a set of cards for each change of title. This will mean a lot of recataloging of live serials in order to get sets of cards in for each title change.

Initially LC indicated that 49% of all headings used after the adoption of AACR2 would need to be re-established in order to conform to the new rules - a frightening picture. Because of reactions from librarians all over the country, LC re-evaluated the options for establishing headings and allowed for certain "tolerable headings" (a limited form of superimposition). They also decided not to change Great Britain to United Kingdom and Dept. to Department and came up with a final figure of 11% change.

In order to test the percentage of changes which would occur in our catalog against LC'c figures, we did a random sampling based on a program written by the automation librarian. He took fourteen months of our OCLC archival tapes and printed out 3346 entries based on the appearance of 100 and 700 fields - those fields which represent main and added entries. We

felt the tapes would be representative of our catalog as a whole since we had been doing conversion work for Clemons and had ordered second sets for the Music transfer and other transfers and all of these represent years of cataloging and four prior sets of cataloging rules.

Based on information furnished by the associate librarian we understood that if we reviewed 500 records in the order printed out and the percentage conformed approximately to LC's indicated change rate, it would not be necessary to review the others. Cataloging faculty went through the 500 records and indicated which access points, based on their knowledge of proposed rule changes, would need to be re-established when the new rules were implemented. These records in turn were reviewed by the head of original cataloging section to see if he agreed. The sample indicated 15% of the records looked at would need to be changed under AACR2.[2] Of course this does not necessarily mean that we will acquire all 15% of those entries after Day One, January 2, 1981, necessitating the re-establishment of the name links but we can count on a percentage of them reappearing again. If we say only 5% might reappear after Day One (and this is far underestimating the probability) and according to the Growth of the Card Catalog Report, Alderman catalogs have 5.5 million cards; this means 275,000 cards would be affected.

Since one of the major areas in which changes will be felt is serials, we did a separate random sampling of periodical titles taken from the Periodical Kardex. The head of the Kardex Section went through the Kardex and selected the seventh entry in every drawer so that he and the Serials Catalogers could evaluate each record against the new rules. Of the 181 records looked at, 71 or 39% needed changes of some sort.[3] Changes ran from choice of main entry,

[2]See Appendix 2

[3]See Appendix 3

correction of the form of main or added entry, recataloging from latest entry format to sucessive entry or removing dashed on entries and creating a separate record. Since it would appear that we are going into an union list of serials project on the state level and the requirements call for MARC format, this will mean a lot of recataloging.

We ran a final random sampling in the subject catalog to see what our problems were there. In the first place, any personal or corporate names which would need to be re-established in the author-title catalog would also have to be changed if used as a subject. We have been aware for some years that we had incorrect subject headings in the file but did not have staff time to identify the headings systematically. The head of cataloging maintenance checked every third drawer for four of the thirteen sections and found that 62.25 inches of cards need correcting to get them in line with LC's present usage and this only included subjects with more than a quarter inch of cards needing change.[4] Projecting this into the whole subject catalog, it appears that over 600 inches of cards need correcting. LC has made it clear that they plan to make many major subject heading changes and have already started to do so.

From a review of the new rules, we went to reports dealing with several areas in cataloging we felt might present special problems and therefore would need special consideration. The staff member most closely involved with the cataloging process in each area was asked to react in writing to the new rules for his subject speciality and suggest how the rules would affect the work. The areas considered were rare books[5], music[6], non-Roman alphabet[7] and serial

[4]See Appendix 4

[5]See Appendix 5

[6]See Appendix 6

[7]See Appendix 7

cataloging[8] and authority and linkage work.[9] After the reports were submitted. and each member of the committee had a chance to review them, we invited the writer of the report to meet with us. Each writer explained his reasons for feeling the way he did; also each committee member was able to raise questions about the report for clarification. We spent a least an hour talking over each report and in one case (authority, cross-reference structure and linkages) we have spent many more hours.

In brief, Rare Books feels that they will not be well served with the adoption of the new rules since they feel the new rules do not adequately describe their books, nor do they want an author's works separated into two or three different main entry forms because of re-establishment of names. Also, should new classification numbers be assigned to the new form of names it would cause problems for them. The committee feels that it would like to go along with Rare Books in divorcing their shelfisting operation from that of the rest of the library system. If this were done then we could consider rare books as a unique collection and would not necessarily have to apply the same rules to its cataloging as we do to everything else. As it is assumed that libraries will be required to imput all terminal copy with AACR2 authority standards and description, any deviation might become a problem. The Rare Book Catalog^er and the head of Rare Books agreed that a simplified AACR2 main entry could be used for the public catalog which would stand for all printings and states of a particular edition. The card could have a note under the call number or as the first note on the card saying, "For all states and printings of this title see the Rare Book Room catalog." In the Rare Book Room catalog, the sets of cards could be done by whatever set of rules was

[8]See Appendix 8

[9]See Appendix 9-10

best suited to the need to describe the book.

Since there is a possibility that in the future the Rare Books and Manuscripts sections will have their own special collections building, this would be a good time to initiate some limited separation of rare book cataloging from that of other libraries in the system, thus allowing deviations where justified. Perhaps they would never want to go on line completely even when the rest of the library did.

The Music library will have some problems with form of entry but at this point their biggest problem will be the changes in uniform titles. The feeling is that the catalog in the Music library could be rearranged by the use of guide cards with the correct heading at the top; variant forms of the entry could be interfiled behind without making massive changes. In the Alderman main catalog this would not work because of other problems which will be discussed later.

The biggest problem of all is the cataloging of monographic titles in non-roman scripts. Although we are completely dependent on LC on OCLC for our copy in many of these languages, their policies are still being formulated and we do not yet know the kinds of support they will provide after Day One. We do know that LC is currently adopting total romanization for all languages except Chinese, Japanese, Korean, Arabic, Persian, Hebrew and Yiddish. We also know that after Day One, we will be adding titles to our catalog for which we have vernacular copy (cataloged by LC prior to its adoption of the romanized form).

If we do not close the card catalog, we can continue to file the cards into it regardless of format. If we partially close the present catalog and open and add-on catalog, we can continue to file pre-AACR2 romanized and vernacular cards into the present catalog, file AACR2 romanized cataloging

into the add-on catalog (also inputting entries into the computer-assisted catalog), and establish a separate catalog, or catalogs, for AACR2 vernacular cards.

Later developments at LC or OCLC may offer us a different set of options, and we should probably leave our decisions relative to non-roman scripts open as long as possible.

Over a period of years the way we have handled serials at UVa has varied considerably. At one point we kept holdings both in the public catalog and also in the officical serial record, which was kept in the cataloging department. Some years ago the holdings cards were removed from the public catalog and the official serial record was moved into Memorial Hall so that the holdings were added to one record only and it was available to the public. In the public catalog the cards for serial titles are stamped "For holdings see serial record." In addition to this record we have a newspaper serials catalog which is divided into three parts, one each for Virginia, United States and foreign newspapers. According to the bibliographers and public service people on the committee, patrons and a lot of staff members cannot understand or cope with the concept of a serials catalog separate from the public catalog. Considerable discussion was had concerning the possibility of incorporating the present serials catalog into an add-on author-title and/or a COMCAT, if either is adopted, rather than continuing a separate serials catalog. Of course, when the on-line catalog is a reality the computer will search without distinction so no judgement would need to made as to whether a title was a serial or not. We all recognized that should the catalog not be closed, the incorporation of serials into the public catalog is an impractical move at this time because of the size of the present catalog and maintenance cost of trying to add new holdings to a spread-out catalog.

As we add more and more serial titles to our machine-readable records, we can use the records in any number of ways. We could incorporate serial titles in a COMCAT in alphabetical sequence with monographs including batched holdings and also do a separate serials catalog with batched holdings if needed. We also have the possibility of joining the OCLC serials check-in module which would give us on-line access to our holdings and would eventually have the capability of bill-paying, ordering, claiming and binding functions. At the moment, the weakness of this program is the inability to generate archival tapes for participating libraries. At the present writing, using the MARC-S records only gets catalog cards since the field for displaying local holdings has not been activated. As the committee understands the situation, it would not be difficult to write programs for various types of displays for serial titles, once the records were in machine-readable form.

Based on the new rules, it would appear that we are going to have problems if we do not close the serials catalog. We can do as much recataloging of live serials into successive entry and AACR2 rules as possible but as can be seen in the serials report we will have many seeming contradictions, particularly with corporate publications, including university publications.

To the committee the most serious problem to be confronted, whether we close or do not close the catalog, start an add-on catalog, or produce a COMCAT and eventually go to an on-line catalog, is how carefully the authority work is done. We feel that if the catalog is left open after the adoption of the AACR2 rules, the authority work must be done in more depth and detail than would be required if we closed and started an add-on catalog. The reference structure of the present catalog is such that if we re-establish names and corporate bodies to conform to the new rules, frequently cross-references for the present reference structure would be in conflict with or

refer away from the new heading. In order to prevent this situation from occurring, it would be necessary to pull the existing references and alter them to allow for the new AACR2 form of entry. Additionally, we would need to create a new reference structure in a similar fashion in reverse for the new form. For those headings close enough to the new form, we could possibly refile the old with the new behind a guide card with the new form at the top; however, the old references would need to be pulled and corrected to the new form. If this were done, however, we feel the patron might have difficulty recognizing the beginning and end of these interfiled cards and might miss the alphabetical sequence of the whole drawer.

If we close the catalog and start an add-on card catalog, we could avoid a lot of this labor-intensive, costly routine except where entries were very different - like Twain, Mark see Clemens, Samuel in the old catalog. We would still need to create a reference structure in the new catalog, where needed, but would not need to consider the form in the old catalog except at access points in both catalogs. At the main entry point in the new catalog we could have a linkage reference to see other materials in the old catalog under _____ (form of entry). If we decided to link both ways the same link could be made in reverse at the access point only in the old catalog. Each catalog would continue to have its own reference structure for the form used in its catalog.

We should point out what we consider to be one major problem in a decision not to close the catalog. Normally, conflicts of entry which are presently caught at the filing point will not be as easy to spot and correct if we add one more set of rules to the existing catalog and particularly if the authority work is not properly done. Catalog filing revisers will have to spend many more hours revising since, with so many versions of an entry

within close proximity, on occasion it will take time to sort through and figure out what we have. Our best estimate is that revising time would be increased by at least 25% if the revisor does as he should - at least for the first year or eighteen months.

The committee understands that LC plans to issue linking cross-references which we can get. The big problem here is whether the references will be between the same catalog or between a closed and an add-on catalog. If we adopt the opposite way from the references, they would all have to be retyped to fit our needs. LC will be creating 39,000 pairs of two-way links of which the average ARL library of medium size would have to produce an average of 23,400 two-way links. Fortunately, LC will distribute these links in both tape and card formats.

LC has indicated that its authority file will be available in machine-readable format by January 2, 1981; however, it will not be on-line - in other words interactive with the MARC cataloging tapes. OCLC has indicated that it plans to have a separate program available for the tapes so that they can be consulted until such time as the program can be made interactive. The committee feels that all name access points should be run against this program systematically for at least a year to eighteen months until the cataloging staff develops a familiarity with LC's interpretation of the new rules and its new reference structure. We realize this will be labor-intensive and expensive but for the future integrity of the catalog we feel it is worth the expense. It is easier and cheaper to do something right the first time than have to clean it up at a later point.

We would recommend also that we contract with OCLC, SOLINET or some other broker of services to run all of our old archival tapes created before January 2, 1981 against LC's name and subject authority files in order to

correct our tapes.

We also are aware that we have many other problems on our existing tapes. A large number of these problems resulted from our early lack of knowledge of what happened behind the scenes when we made a transaction; also the fact that for three years we did not realize we would eventually need the tapes for an on-line system. We did not make the necessary corrections on the tapes and now we must gradually identify our mistakes manually and attempt to correct them. We are handicapped because we do not have a local program by which to do this work. Going back into OCLC and creating another full record to match our use only to make a minor correction is time-consuming and frustrating. It takes about two months to get the correction onto our archival tapes where we can finally correct a COMCAT print-out, if we decide on something like this. This problem also exists in trying to update holdings when we add copies, added volumes, inter-department transfers, etc. In fact, knowing the condition of our tapes we do not recommend sole dependence on a COMCAT version of these tapes until such a time as we have cleaned them up - except for the Clemons catalog, which since it was started later, is relatively clean.

We do recommend for the foreseeable future that we continue to keep a manual card shelflist regardless of what form the other catalogs take. Once the state of the art becomes more sophisticated we might get along without even this but technology, electricity, etc. being what they are now, we need a manual back-up source to the catalog.

We did not talk with department librarians as a committee but the Committee on the Future of the Card Catalog had two sessions with them. It appears that major problems in Alderman would be minimized in department catalogs since these catalogs are smaller. Most science department librarians

do not see the necessity of closing their card catalogs; however, at this point we have had no statements from non-science department librarians as to their thinking. The science librarians are definitely interested in a science union catalog as long as it does not substitute for their own catalogs. The committee's big concern is the supplying of link for department catalogs regardless of which alternative we take to our problem. If links are supplied it will be necessary for the catalogers to check old and new forms in the catalog to see whether a particular library has both forms of the entry since links will be needed only if both forms appear in a catalog. Also we would need to continue doing this as copies, volumes, etc. are added indefinitely until we go on-line. One of our weakest points now is that as copies are added in new locations we do not get the necessary cross-references made for the new location. The added volume, added copy clerk has not been trained in reference structure and the need to search our authority cards to see if a new location needs cross-references. If we add this additional task to her work, she will have even more trouble keeping up and in the past we have felt most department catalogs were small enough that it would not create a major problem.

Of more concern to the science department librarians, and we can assume other department librarians, is the ability to indicate special locations within their individual libraries. At the present they do this by annotating their catalog cards when filing them into their catalogs. Should we go to a COMCAT or on-line system, this problem will need to be solved. There are several ways this might be handled.

1. We can have department librarians check all titles for their library before cataloging to identify special locations for inclusion in the call number as cataloging is done. In the past we have

resisted this type of information being in Alderman's public catalog because of the confusion it creates. The patron misses the location stamp and tries to find a Reference book in our collection when it is in Physics reference collection.

2. Have update forms sent to Cataloging after the fact so that our archival tapes could be updated to include this information. Here again it is labor-intensive since a whole new record has to be created just to make a relatively minor correction and we would have a location lag on the COMCAT or on-line system.
3. Develop a local on-line correction program with access to the system in each department library, thereby allowing the librarians to add only minor changes such as this.

The problem, as the committee sees it, is whether it is practical for the main library to do one thing and department libraries another? The patron or staff member would need to "shift gears" as he moves from catalog to catalog. Does this make for confusion and missed searches? Also, is it feasible and cost-effective to have several systems operating simultaneously?

Lastly, the committee discussed the pros and cons of closing or not closing the catalog in view of all of our other discussions. It became very obvious in the early stages of our discussions that there was no meeting of the minds or correct answer to the problem. All we can do is present our arguments for and against with the comment that during a transition period staff and patrons alike will be presented with difficulties regardless of which option we choose. Our feeling is that eventually the economics will affect any decision made.

The committee, of course, would like to reach for the "pie in the sky" as of January 2, 1981 and recommend a complete on-line catalog with all conversion

work done and with satellite systems in place such as a completely automated circulation system, on-line acquisitions program with all of its components functioning and a serials check-in, claiming and binding program. We realize that within the existing time frame and budget constraints that it is an unrealistic aim so we will have to make compromises. Even if money were available in unlimited amounts and programs could be or were written, we could not be ready on Day One for two reasons. We would not have enough time to do a complete conversion of old records and we have the problem of cleaning up the first 3½ years of our archival tapes.

The primary benefit of starting a new add-on catalog is the opportunity provided to create a "one set of rules" catalog. Being small for some years to come, it would not have all the problems of the old, much larger catalog. Most patrons and staff members alike are unaware of all the problems in the present catalog when four sets of rules are superimposed on each other as well as changes of policy and designations for various locations within the library system. The larger a catalog becomes, the more difficult it is to fine one's way through its morass. Through four sets of rule changes LC has carried already-established names and corporate bodies as established orginally. How does a patron, even if he knows all four sets of rules, know when LC established the corporate body name to know which set of rules to apply? And to add still a fifth set adds to the confusion.

Filing costs would be far less in a new, small catalog where we did not have large groups of cards starting out with the same word or by the same author. By the time an add-on catalog would become a real filing problem, we would be on-line where the computer would do the filing and searching.

The suggestion was made that we pull cards entered under the old form and, without correcting the cards, move them to the filing point of the new form,

interfiling both new and old form together behind a guide card with the correct form typed at the top. In a smaller catalog, or if we had empty drawers in our catalog which would allow us room to maneuver, this might be a solution. However, it should be made clear that if this alternative were adopted, two things would be affected: 1. Cross-references would have to be made from the old form to the new, even if only slightly different, to prevent cards from being refiled in the old place when removed for some reason. 2. Filing would be more difficult and time-consuming. If an old, unchanged entry were removed for any reason, when it was refiled it would refile to the old form at which a cross-reference would tell you to refile it in another place - two steps instead of one. When we shifted the catalog several months ago we used all available drawers, so if shifts between separate drawers were involved, it could cause major problems. It could possibly entail a reshifting of all drawers to balance the files. For an example, take the case of the university publications which might collect 8-9 drawers in the U's if all entries were pulled together under University from A-Z.

A suggestion was made that perhaps we could continue to file under the old form of the name with a cross-reference from the new form. The same arguments could be used in reverse as mentioned above. Also why go to the new rules if we are not going to benefit from them?

Of course the main drawback to starting a second catalog, whether manual, COM or on-line, is the necessity of searching both catalogs to see if the library has the needed item - or forgetting to search one or the other and missing the fact that the library did have a needed title. This could be a problem both to the patron and the staff. It would require considerable and constant advertising to remind patrons and staff to search both catalogs. Studies have indicated, however, that materials published within the past ten

years are normally a library's high-use items. If this were true in Alderman, the new catalog would gradually absorb the major portion of the searches. However, since we are still doing a fair amount of retrospective buying, it could become a problem in missed searches if the patron and staff consulted only the new file. The committee felt it was unrealistic to consider cataloging by date of publication, putting retrospective purchases in the old catalog. It was also felt that if a title became active by the addition of a copy or added volume that it should be shifted to the add-on catalog if we went to this. Once the new rules have been adopted it is unreasonable to ask catalogers to remember old rules for occasional use, and the old catalog would never really be closed if this policy were adopted.

On the other hand keeping the present catalog open will not make things simple either. Cataloging productivity will be affected more adversely if the catalog remains open as it will be necessary to do more checking for authority work. Regardless of our decision, however, at least for the first year or two catalogers will have to go more slowly trying to feel their way through the changes. If the catalog is not closed, then extensive references and linkages will need to be done and the filing process will take longer. The growth of the catalog report indicated that we had 5-6 years of space left to grow. If we are dropping 40-45,000 links, will the space last until we are on-line?

One concern in not closing the catalog is the continuing duplication of records on our archival tapes and as cards in the catalog. On Day One it is estimated that we will have approximately 300,000+ titles already in machine-readable format and perhaps more due to the Circulation and Clemons conversion projects. Even if we could go on-line within two years of the change to AACR2 rules, we would probably have added another 100,000 records to the tapes.

During all this time of what we might call a "dual track system" we are attempting to maintain and service two files. In other words, we are correcting errors manually on the cards and then going into the terminal to make the same corrections on our archival tapes - double work.

At the time of going on-line and discontinuing the production of catalog cards we would have a 20-25% duplication of records between the card catalog and the archival tapes. From past experience, it would appear that there would not be enough money or staff time to eliminate this duplication by pulling cards from the card catalog. Sweeping through the card catalog and pulling all computer cards could be dangerous to the integrity of the catalog for various reasons, also.

1. We have stray computer cards to replace missing main entries, subjects or added entries discovered when we were working on a title at a later point.
2. Around 50% of our archival tape records do not have computer cards in the public catalog.
3. We need to identify all records on the tapes by stamping the shelf list VA@ to keep our conversion work straight. (We did not think to do this until within the past year.)

After our archival tapes have been run against an authority file for correction, will the descrepancy in entry between the on-line catalog and the duplicate entry in the card catalog be considered a problem to the patron or staff member? Can the patron accept this large amount of duplication between two files? In the future, after the old catalog has finally been frozen for a period of years and a decision is made to microfilm or microfiche it to save space, will the cost of duplicate records be an expense that could cause problems?

If the catalog remains open it will continue to take up more and more space in Memorial Hall which will cut into space needed in the future for terminals and tables. Unless we move faster than we have in the past, we cannot be on-line before the catalog will need additional cabinets.

There are several areas in which the committee feels we should rethink and reconsider our present policies, particularly if we decide to close the present catalog.

1. Since so many titles go to the Sci/Tech library because of classification alone and many are popular titles, we feel that science subject cards should be represented in Alderman's public catalog.

2. We feel the whole area of serials should be reviewed. It is felt that batch holdings fields would suffice for the public and would eliminate the constant updating of public records. The exact holdings records should be kept in the shelflist or a file next to the shelflist. We also feel that in a COMCAT or add-on catalog that serial titles, including batch holdings should appear in alphabetic sequence with monographs. If and when we want to write a program to do a separate serials list this could also be done - if there is a demand for it.

3. We also need to reconsider the decision to eliminate "____Periodical" subject headings. LC has revised the scope note on the use of this form of heading and now uses it for other than periodical titles. We could still eliminate certain common types of headings like Science--Periodicals, Chemistry--Periodicals, etc. if we felt the need.

4. Another possibility we would like to consider is making series added entries for analyzed, held together serials. These series added entries would be filed behind the covering card in the public catalog. If this is done, it would eliminate the contents cards which are presently filed in the Serial

record behind the holdings card. We feel the public would understand this method better than our present covering cards referring the user to the serial catalog. This could only be done if the catalog were closed and an add-on catalog started as it would be too costly and labor-intensive to go back and supply series added entries for titles already done. This would obviate the need for holdings cards in the public catalog for analyzed serials.

5. We also feel that selected important federal and state documents should be cataloged and represented in the catalog. The OCLC system has GPO catalog copy including the Superintendent of Documents call number. These records, with a change in our profile, could be cataloged on the terminal and added to our catalogs.

6. Since we will gradually be moving into the acquisition of audio-visual materials, these materials should be cataloged and included on our archival tapes. With the adoption of AACR2, we will be able to catalog this type of material by a standard set of rules which was not available in the past.

7. Our main public catalog has always served as a union catalog for the holdings of all University Library materials including a main entry card for all Law and Health Sciences holdings. Since both of these libraries are now on OCLC, we will be receiving copies of their archival tapes. We think their holdings should be represented in whatever form our catalog takes in the future. Even when we go on-line arrangements should be made to have their holdings displayed in the same manner as ours.

It is rather difficult to project any reorganization of the Cataloging Department until such time as the decision is made as to where we are going. We discussed the possibility of setting up a cataloging maintenance team to be responsible for all authority and linkage work until LC's authority file is

interactive with OCLC. It seems impractical and a waste of good terminal time to do the authority work as each item is cataloged. To stop in mid-stream with an entry on the screen and go to the authority file and to the public catalog, writing down the necessary information to do cross references and links, would slow down cataloging by half or more. Also for the first few years after the adoption of the new rules, we feel a professional librarian with several years of cataloging experience at the academic level would have to be in charge of all authority work with an experienced LA as back-up. How much working time of each it would take to keep up we cannot estimate at the moment since our decisions to close or not close and the amount of reference and linkage work to be required must be decided on. With existing staff and budget constraints this means pulling out staff from the cataloging process which would cut into our cataloging production. Can we afford this? The present staff cannot keep up with the cataloging workload now and this would make matters worse.

Except for authority work, the cataloging process would be the same for the foreseeable future. What will make the greatest difference and save time for other tasks is the final doing away with the manual catalog, eliminating the handling and checking of card shipments and the filing process, two very time-consuming tasks. Also the ability to make corrections and update holdings on-line would be a time saver. The committee recognized that any manual catalog as large and diverse as ours is labor-intensive, and complete automation is our only salvation for the future.

The committee as a whole was unable to reach a consensus as to our immediate future course. Looking at the possibilities in a general way, the cataloging members of the committee lean toward closing the present catalog and starting and add-on catalog while at the same time working to clean up our

tapes. At the same time, we would suggest experimenting with COMCAT programs to work out the bugs. The cataloging members of the committee feel that non-catalogers over simplify not closing the catalog and will realize too late how unwieldy this approach can be. We feel that the amount of effort expended in trying to make a hopeless task workable would be more productively spent in cataloging more titles and doing less authority and linkage work.

The public service and bibliography members of the committee feel strongly that we should not close the catalog until we can go on-line, and that cross-references and linkages should be done in depth. They firmly believe that, because of the relatively short time before the possible implementation of an on-line system, and the greater confusion and frustration they feel will be experienced by patrons and staff in coping with two catalogs, neither of which would be on-line, we should not close before a fully automated system is available. These committee members maintain this position while recognizing the extremely difficult tasks faced by the Cataloging Department no matter what the final decision on closing our catalog may be.

The committee seemed to agree in spirit that an undue amount of time and money should not be expended on a manual system creaking with age and varying ailments at the expense of whole-hearted effort to get on-line as soon as possible.

ORIGINAL

Aug. 8/78
Rev. Aug. 25/78

COMPARISON OF [illegible] CATALOGUING RULES AND UTL IMPLEMENTATION WITH AACR 2 CATALOGUING RULES

I. PERSONAL NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 2) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 22)		
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE	
intuation: yphens in given ames	Omit hyphens in French names only (Rule 45C)	Sartre, Jean Paul	Retain hyphens in all names (22.1D2)	Sartre, Jean-Paul	Tolerable heading. LC may not change this particular heading or others like it if they are already established.
hoice of name among different ames)	Choose name in this order of preference: 1. in most ref. sources 2. in most of author's works 3. latest name (41)	Winchilsea, Anne	Choose name in this order of preference: 1. in most of author's works 2. in most ref. sources 3. latest name (22.2A)	Finch, Anne	Rule 26.6A makes diff. choice
hoice of name: seudonyms (none redominant)	Choose one from items or reference sources. In case of doubt, prefer real name. (42B)	Creasey, John x 1) Ashe, Gordon 2) Halliday, Michael etc.)	Use name from each item and link them (22.2C3)	Creasey, John Ashe, Gordon Halliday, Michael etc.)	
hoice of name: ullness	Use fullest form of name (43 mod.)	Barbey d'Aurevilly, Jules	Choose predominant form. In cases where there is no predominant form use latest & then fullest (22.3A)	Barbey d'Aurevilly, J	

ORIGINAL

Aug. 8/70
Rev Aug.25/70

COMPARISON OF AACR 1 CATALOGUING RULES AND UTL IMPLEMENTATION WITH AACR 2 CATALOGUING RULES

I. PERSONAL NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 2) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 22)		
	a RULE	b EXAMPLE	a. RULE	b EXAMPLE	
Punctuation: Hyphens in given names	Omit hyphens in French names only (Rule 45C)	Sartre, Jean Paul	Retain hyphens in all names (22.1D2)	Sartre, Jean-Paul	Tolerable heading. LC may not change this particular heading or others like it if they are already established.
Choice of name among different names)	Choose name in this order of preference: 1. in most ref. sources 2. in most of author's works 3. latest name (41)	Winchilsea, Anne	Choose name in this order of preference: 1. in most of author's works 2. in most ref. sources 3. latest name (22.2A)	Finch, Anne	Rule 26.6A makes diff. choice
Choice of name: pseudonyms (none predominant)	Choose one from items or reference sources. In case of doubt, prefer real name. (42B)	Creasey, John x 1) Ashe, Gordon 2) Halliday, Michael etc.)	Use name from each item and link them (22.2C3)	Creasey, John Ashe, Gordon Halliday, Michael etc.)	
Choice of name: fullness	Use fullest form of name (43 mod.)	Barbey d'Aurevilly, Jules	Choose predominant form. In cases where there is no predominant form use latest & then fullest (22.3A)	Barbey d'Aurevilly, J	

I. PERSONAL NAMES

TYPE AND ASPECT OF HEADING	2 AACR I (Ch. 2) (as interpreted by LC with some LC superimposition and local UTL adaptation)		2. AACR II (Ch. 22)	
	a. RULE	b EXAMPLE	a. RULE	b. EXAMPLE
Entry element: prefixes, hyphenated: Russian prefix "fon"	Enter Russian names preceded by "fon" under the part following it (46F)	Lampe, Alekseĭ Aleksandrovich fon-	Enter under prefix (22.5D3)	A.A. Fon-Lampe, (Alekseĭ Aleksandrovich)
Entry element: titles of nobility	Add title of nobility to name (46G1) & (47B)	Byron, George Gordon, Baron Byron	Add title of nobility to name (22.6A)	Byron, George Gordon Byron, Baron
Choice of entry: initials, phrase, etc.	Use initials, phrases, etc. as added entries only. No references made. (40 mod. & 33J)	Main entry: Doolittle, Hilda Added entries: I. D., H. IL H.D.	Enter a name consisting of initials, letters, numerals, etc. under those initials, letters, numerals, etc. Make name/title refs. from initials or letters in inverted form for each item catalogued (22.10)	H.D. x 1) D., H. By Avon River 2) D., H. The flowering of the rod etc.

I. PERSONAL NAMES

TYPE AND ASPECT OF HEADING	2. AACR 1 (Ch. 2) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3 AACR II (Ch. 22)	
	a RULE	b EXAMPLE	c RULE	b EXAMPLE
Entry element: phrase: use of designation	No provision under rule 51 for the addition of designation	River	Add suitable designation in English (22.11A)	River (Writer)
Entry element: phrase: Omissions	cInclude initial article, (33J2)	A physician	Omit initial article unless required grammatically (22.11D)	Physician
Additions: titles of nobility & terms of address	Add following forenames (46G2-3 mod.)	Ward, Humphrey, Mrs.	Add either before or after forename depending on title (22.12B) & (22.15B)	Ward, Mrs. Humphrey
Additions: spirits	Enter under medium with added entry for person from whom communication received (AA13C)	Parker, Theodore	Add (Spirit) to main entry heading (22.14) & (21.26)	Parker, Theodore (Spirit)

I. PERSONAL NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 2) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 22)		
	a. RULE	b EXAMPLE	c RULE	b EXAMPLE	
Additions: names containing initials (as given names or surnames): full form	Use fullest form if readily available (43 mod.)	1. Lawrence, David Herbert 2. Rodríguez Hernández, Guadalupe	Add full form in curves to distinguish identical names * (22.16)	1. Lawrence, D.H. (David Herbert) 2. Rodríguez, G., Guadalupe (Rodríguez Hernández)	*LC will apply the option, which allows these additions to be made to any name containing initials, if the information is readily available.
Additions: royalty, children of	Add title, (no provision for "son of" etc.) (49B2)	Anne, Princess of Great Britain	Add "son of" etc. in cases where there is no title other than "Prince" etc. (22.17A5)	Anne, Princess, daughter of Elizabeth II, Queen of the United Kingdom	
Additions: Bishops, etc.	Use the abbreviations "Abp." and "Bp." (49E)	Paulus, Bp. of Nisibus	Use "Archbishop" and "Bishop" (22.17C)	Paulus, Bishop of Nisibus	

I. PERSONAL NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 2) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 22)		
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE	
Additions: dates	Add dates if readily available (52)	Parsons, Nahum Vincent, 1904-	Add dates to distinguish identical headings * (22.18)	Parsons, Nahum Vincent	* LC will apply the option allowing the addition of dates to all personal names, even if there is no need to distinguish between identical names, if the information is readily available
Additions: dates: punctuation	‹Prescribed punctuation› (52)	Smith, John, 1900 (Jan.19)-	‹Prescribed punctuation› (22.18)	Smith, John, 1900 Jan.19-	

Geographic + Corporate Names
(Univ. of Toronto comparison)

Mrs. Bauer

Aug. 8/78

Rev. Aug. 24/78

II GEOGRAPHIC NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch.3, rules 72-74) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch.23)		
	a. RULE	b EXAMPLE	a RULE	b EXAMPLE	
Additions: punctuation	In curves or following a comma (Rule 73)	Budapest, Hungary	In curves only (23.4A)	Budapest (Hungary)	
Additions: larger entity	Add larger jurisdiction to cities, towns, etc. but not to such larger places as U.S. states and Can. provinces (73 mod.)	1. Paris, Ont. 2. Illinois 3. Buenos Aires, Argentine Republic	Add larger jurisdiction to distinguish between names (23.4B)	1. Paris (Ont.) 2. Illinois 3. Buenos Aires	Application of the option by LC should result in the heading: Buenos Aires (Argentina)
Additions: larger entity: places in Australia	In general, add country to local place name (73A) (However, add state, province or territory to places in U.S. and Canada (73B))	Newcastle, Australia	Add state, province or territory to places in Australia, U.S., and Canada (23.4C)	Newcastle (N.S.W.)	
Names beginning with a term indicating type of jurisdiction	Enter in form in which found if term cannot be omitted or name inverted (74)	1. Mexico, Mexico 2. Ciudad Juárez, Mexico	Include the term according to usage (23.5A)	1. Mexico City (Mexico) 2. Ciudad Juárez (Mexico)	

II GEOGRAPHIC NAMES

PE AND ASPECT OF HEADING	2. AACR I (Ch.3, rules 72-74) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 23)		
	a) RULE	b EXAMPLE	a RULE	b EXAMPLE	
Form of name: Great Britain or United Kingdom	Use Great Britain (Appendix III, F-G)	Great Britain.	Use United Kingdom (Appendix B, B.14)	United Kingdom.	LC will continue to use Great Britain
Abbreviations	Eng., Ire., Scot. C.P., Ger., Que, Gt.Brit. (Appendix III, F-G)	Hull, Que.	A.C.T., N.S.W., N.T., Qld., S.Aust., Tas., T.H., Vic., W.A., U.K. (Appendix B, B.14)	Hull (Québec)	
Additions: large entity: places in Br. Isles: cities, etc.	Add name of country (73B2)	1. Bangor, Wales 2. Birmingham, Eng.	Add name of county. In some cases add also England or Scotland (23.4D2)	1. Bangor (Gwynedd) 2. Birmingham, (West Midlands, England)	

III CORPORATE NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 3, rules 60-72, 75-98) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 23)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Romanization	Romanize according to table. If a romanized form appears in items issued by body, use that form (64B)	Zhongguo wenzi gaige weiyuanhui	Romanize according to table (24.1A)	Chung-kuo wen tzu kai ko wei yüan hui
Variant names: choice of name: variant forms in publications	Use (in this order of preference): 1. brief form 2. official form 3. predominant form 4. latest form (62)	Not readily available Unesco x Full name Euratom x Full name But: American Federation of Labor and Congress of Industrial Organizations x A.F.L.-C.I.O.	Use (in this order of preference): 1. predominant form 2. brief form 3. form in ref. sources 4. official form (24.2D)	Not readily available Unesco x Full name Euratom x Full name But: AFL-CIO x Full name

III CORPORATE NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 3, rules 60-72, 75-98) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 29)		
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE	
Additions: punctuation	In curves or following a comma (Rule 65)	Loyola University, Chicago	In curves only (24.4A)	Loyola University (Chicago, Ill.)	
Additions: when to make	Add to distinguish identical names (65)	1. Ace Gallery, Los Angeles 2. Ace Gallery, Vancouver, B.C. 3. Royal Ontario Museum	Add to distinguish identical names * (24.4C1)	1. Ace Gallery (Los Angeles, Calif.) 2. Ace Gallery (Vancouver, B.C.) 3. Royal Ontario Museum	*LC will apply, on a limited, case-by-case basis, the option in this rule which allows for additions even when there is no need to distinguish between bodies.
Additions: year of founding	Add in curves year of founding (65C)	Scientific Society of San Antonio (Founded 1904)	Add in curves year of founding (24.4C9)	Scientific Society of San Antonio (1904-)	
Omissions: initial articles	Omit article unless required for grammar or clarity (66A)	The Club, London	Omit article unless required for grammatical reasons (24.5A)	Club (London, England)	

III CORPORATE NAMES

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 3, rules 60-72, 75-98) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 29)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Governments: additions: types of jurisdiction: punctuation	Add jurisdiction in curves (77A1)	Guadalajara, Spain (Province)	Add jurisdiction following colon (24.6A)	Guadalajara (Spain : Province)
Conferences: additions	Add number, followed by place, followed by date (89,90,91)	Louisiana Cancer Conference, 2d, New Orleans. Feb.11-15,1958	Add number, followed by date, followed by place (24.7B)	Louisiana Cancer Conference (2nd : 1958 Feb. 11-15 : New Orleans)
Exhibitions: additions	No specific rule. Apply rules for corporate bodies as required	1. Expo 67 2. Festival of Britain, London, 1951	Add no., yr., and place (24.8)	1. Expo 67 (Montréal) 2. Festival of Britain (1951 : London)
Chapters, branches etc.: additions: punctuation	⌜Prescribed punctuation⌝ (69C2)	Freemasons. Concordia Lodge, No.13, Baltimore	⌜Prescribed punctuation⌝ (24.9)	Freemasons. Concordia Lodge, No.13 (Baltimore)
Churches: additions: punctuation	⌜Prescribed punctuation⌝ (98B rev.)	1. All Saints Church, Paris, Ont. 2. St. James Church, Boston, Eng. (Lincolnshire)	⌜Prescribed punctuation⌝ (24.10B)	1. All Saints Church (Paris, Ont.) 2. St. James Church (Boston, Lincolnshire)

III CORPORATE NAMES

TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 3, rules 60-72, 75-98) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 29)		
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE	
Radio and TV stations: punctuation	⟨Prescribed punctuation⟩ (97)	HVJ (Radio Station) Vatican City	⟨Prescribed punctuation⟩ (24.11A)	HVJ (Radio Station : Vatican City)	
Political parties: additions	Add place and date (if applicable) following name of the element⟩ (71C2)	Democratic Party (Tex.). State Convention, Waco, 1857	Add date and place (if applicable) following name of the element⟩ (24.16)	Democratic Party (Tex.). State Convention (1857 : Waco)	
Heads of state, etc.: punctuation	⟨Prescribed punctuation⟩ (80A1)	United States. President, 1953-1961 (Eisenhower)	⟨Prescribed punctuation⟩ (24.20B)	United States. President (1953-1961 : Eisenhower)	
Legislative bodies: successive legislatures	Give session and its no. following the name & no. of the legislature and add yr. of session (81C)	United States. 87th Congress, 2d session, 1962	Add session & its no. & the yr. of the session to the no. of the legislature (24.21D)	United States. Congress (87th, 2nd session : 1962)	
Legislative bodies: House (U.S.)	⟨Use "House"⟩ (81)	United States. Congress. House	⟨Use "House of Representatives"⟩ (24.21) *	United States. Congress. House of Representatives	*LC will continue to use "House."

III CORPORATE NAMES

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 3, rules (60-72, 75-98) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 29)	
	a) RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Constitutional conventions: date: punctuation	cPrescribed punctuation, (82A)	Portugal. Assembleia Nacional Constituinte, 1911	cPrescribed punctuation, (24.22A)	Portugal. Assembleia. Nacional Constituinte (1911)
Courts: place: punctuation	cPrescribed punctuation, (83B)	France. Cour d'appel, Caen	cPrescribed punctuation, (24.23A)	France. Cour d'appel (Caen)
Courts: ad hoc military courts: punctuation	cPrescribed punctuation, (83D)	United States. Army. Court of Inquiry, Hall, 1863	cPrescribed punctuation, (24.23B)	United States. Army. Court of Inquiry (Hall : 1863)
Armed Forces: numbered units	Place numbering before the name (84)	France. Armée. 15e régiment de dragons	Place numbering after the name (24.24A)	France. Armée. Régiment de dragons, 15e
Embassies, etc: punctuation	Add country in curves if for an embassy, etc. Add city following a comma if for a consulate, etc. (85)	1. United States. Legation (Bulgaria) 2. Canada. Consulate, Cairo	cAll additions in curves, (24.25)	1. United States. Legation (Bulgaria) 2. Canada. Consulate (Cairo)

III CORPORATE NAMES

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 3, rules 60-72, 75-98) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 29)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Church councils: punctuation	cPrescribed punctuation, (92C)	Catholic Church. Province of Baltimore. Provincial Council, 10th, 1869	cPrescribed punctuation, (24.27A3)	Catholic Church. Province of Baltimore. Provincial Council (10th : 1869)
Religious officials: punctuation	cPrescribed punctuation, (94)	Franciscans. Minister General, 1947-1951 (Perantoni)	cPrescribed punctuation, (24.27B1)	Franciscans. Minister General (1947-1951 : Perantoni)
Popes: punctuation	cPrescribed punctuation, (95A)	Catholic Church. Pope, 1878-1903 (Leo XIII)	cPrescribed punctuation, (24.27B2)	Catholic Church. Pope (1878-1903 : Leo XIII)
Dioceses changed from units of Catholic Church to units of Protestant Church: entry	Enter dioceses of Protestant church under the geographical term followed by type of jurisdiction (93B3)	Ely (Diocese)	Enter dioceses as subheadings under the heading for the religious body (24.27C2)	Church of England. Diocese of Ely

University of Toronto
comparison of
AACR 1 & 2

Mrs. Dawe

Aug. 8/76
Rev. Aug. 24/7

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch. 4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21.35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Constitutions and charters: entry	Enter under heading for jurisdiction followed by subheading "Constitution" or "Charter" (Rule 22A1)	Norway. Constitution x Norway. Grundlov ‹etc.›	Enter under heading for jurisdiction & add uniform title in the vernacular (21.33A) & (25.15A)	Norway ‹Grundlov›
Court rules: entry	Enter under jurisdiction from which court derives its authority followed by subheading "Court rules" & name of court gov'd. by rules (23A)	United States. Court rules. Tax Court. Rules of practice...	Enter under heading for court governed by them (21.34 A)	United States. Tax Court. Rules of practice...
Treaties: agreements contracted by the Holy See: entry	Enter under Catholic Church with subheading "Treaties, etc.", name of secular power & date of signing (25C1)	Catholic Church. Treaties, etc. Ecuador, 1862 Concordato ...	Enter under party whose name is first in English alphabetic order & add uniform title (21.35C) & (25.16B1)	Catholic Church. ‹Treaties, etc. Ecuador, 1862 Oct.12, Concordato ...
Works created after 1500: selection of title	Use title of 1st ed. or best known title (in this order of preference (101A-B)* & (233)	‹Concerti grossi ...›	Use best known title in the original language or title of 1st ed. (in this order of pref. (25.3A-B)	‹Brandenburgische Konzerte ...›

38

IV UNIFORM TITLES

TYPE AND ASPECT OF HEADING	2. AACR I Ch.4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21.35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Works created after 1500: selection of title when work published simultaneously in different languages none of which is original language	Use title in language best known to clientele, etc. in cases where there are several titles in different languages, none of which is Eng., Fr. Germ., Sp. or Russian (101C3)	Not readily available	Use title of ed received first, in cases where there are several titles in different languages, none of which is Eng., Fr., Germ. Sp. or Russian (25.3C3)	Not readily available
Works created before 1501: classical and Byzantine Greek works	Use the Greek title in cases where there is no well established English title (102B)*	Planudes, Maximus ‹Peri tēs ekporeuseōs tou Hagiou Pneumatos›	Use the Latin title or the Greek title (in this order of preference) when there is no well established English title (25.4B)	Planudes, Maximus ‹De processione Spiritus Sancti›
Collective titles: selections and selected works	Use "Selected works" for partial collections and "Selections" for items consisting of extracts etc. from an author's works (107B - C)	Shakespeare, William, 1564-1616 ‹Selected works ...› Tragedies ...	Use "Selections" for partial collections & for items consisting of extracts, etc. from an author's works (25.9)	Shakespeare, William, 1564-1616 ‹Selections ...› Tragedies ...

IV UNIFORM TITLES

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch.4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21,35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Manuscripts	Use "MSS." as subheading (103C)	British Museum. MSS. (Arundel 384)	Use "Manuscript as subheading (25.13C)	British Museum. Manuscript. Arundel 384
Laws, etc.	Use "Laws, statutes, etc." as subheading under country, etc. Use "Ordinances, local laws, etc." & "Laws, by-laws, etc." for local jurisdictions (20A)	1.Ontario. Laws statutes, etc. Statutes of the ... 2.Boston, Mass. Ordinances, local laws, etc. The revised ordinances ...	Use "Laws, etc." as uniform title for collections of laws (25.15A1)	1.Ontario ¿Laws, etc.; Statutes of the ... 2.Boston (Mass.) ¿Laws, etc.; The revised ordinances ...
Treaties, etc.: single treaties: 2 or 3 parties	Enter under gov't heading followed by subheading "Treaties, etc." followed by name of other party to a bilateral treaty & date of signing (25A1)	United States. Treaties, etc. Poland, July 6, 1949	Enter under gov't. heading and use as uniform title "Treaties, etc." followed by name of other party to a bilateral treaty & date of signing (25.16B1) & (21.35)	United States. ¿Treaties, etc. Poland, 1949 July 6;

I V UNIFORM TITLES

1. TYPE AND ASPECT OF HEADING	2. AACR I Ch.4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21.35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Protocols, etc.: modifications of agreements entered under name	Add "Protocols, amendments, etc." or "Revision" & the date to the heading for the agreement (25E1)	Convention for the protection of human rights, 1950. Protocols, amendments, etc., Sept. 16, 1963	Add "Protocols, etc." & the date to the heading for the agreement (25.16B3)	Convention for the protection of human rights (1950). Protocols, etc. 1963 Sept. 16
Bible, parts of: books	Give Arabic numeral before the name of the book (109A)	Bible. N.T. 1 Corinthians	Give ordinal Arabic numeral after name of the book (25.18A3)	Bible. N.T. Corinthians, 1st ...
Bible: version (identified by name of translator)	Use as subheading the surname of the first translator followed by "and others" in cases where there are more than 2 translators (111B)	Bible. English. Lamsa and others ...	Use as subheading the surname of the first translator followed by "et al." in cases where there are more than 2 translators (25.18A11)	Bible. English. Lamsa et al. ...
Buddhist scriptures: Tripitaka/Tipitaka	Enter component divisions of the Tripitaka under their own titles (116)	Vinayapitaka	Enter component divisions as subheadings of the Tipitaka & the Tripitaka (25.18F1-2)	1. Tipitaka. Vinayapitaka 2. Tripitaka. Vinayapitaka

IV UNIFORM TITLES

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch.4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21.35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Liturgical works: entry.	Enter under heading for church followed by subheading "Liturgy and ritual" & add uniform title (29A1) & (119)	Church of England. Liturgy and ritual. ⌜Book of common prayer⌝	Enter under heading for church and add uniform title (25.19) & (21.39A)	Church of England ⌜Book of common prayer⌝
Liturgical works, Jewish	Enter under heading "Jews. Liturgy and ritual" (29C)	Jews. Liturgy and ritual ⌜Kinot⌝	Enter under title (25.21) & (21.39C)	Kinot ...
Liturgical works, parts of: Office or Proper of the Mass	Use as uniform title "Office" or "Proper" followed by a brief identification of the day (119B2)	Catholic Church. Liturgy and ritual ⌜Proper, Epiphany⌝	Use as uniform title "Office" or "Mass" followed by a brief identification of the day (25.23B)	Catholic Church. ⌜Mass, Epiphany⌝
Liturgical works, parts of: Ordinary of the Mass	Use as uniform title "Mass" followed by its no. in the Liber Usualis (119B3)	Not readily availalbe Catholic Church. Liturgy and Ritual. ⌜Mass XVI⌝	Use as uniform title "Mass" followed by its no. in the Gradual (25.23C)	Not readily available Catholic Church. ⌜Mass XVI⌝

IV UNIFORM TITLES

1. TYPE AND ASPECT OF HEADING.	2. AACR I Ch.4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21.35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Music: titles consisting solely of the name of type of composition	Give the English form of name in the singular or plural as appropriate (235A)	Boccherini, Luigi ₍Quintet ... Quintetto VI in sol maggiore	Give name in the plural unless composer wrote only 1 work of the type (25.27B)	Boccherini, Luigi ₍Quintets ... Quintetto VI in sol maggiore
Music: medium of performance	Add the arabic numeral before the designation. Use an ampersand to connect the component elements (236A3)	₍Scherzo, 2 flutes & 2 clarinets,	Add the arabic numeral in curves after the designation (25.29A4)	₍Scherzos, flutes (2), clarinets (2),
Music: selections	Add "Selections" following "Works"	₍Works. Selections ...,	Use "Selections" (25.35)	₍Selections,

IV UNIFORM TITLES

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch.4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21.35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Music: medium of performance: ensembles	For concertos, etc. include only the name of the solo instrument (unless accompaniment is other than orchestra) (236B2)	¢Concerto, piano ...¢	Use name of solo instrument followed by name of ensemble for works for 1 solo instrument and ensemble (25.29G)	¢Concertos, piano, orchestra ...¢
Music: sketches	Use uniform title for completed composition (no provision for sketches) (233)	Stravinskiĭ, Igor' ... ¢Le sacre du printemps¢ The rite of spring : sketches	... Add "Sketches" in curves to uniform title (25.30)	Stravinskiĭ, Igor' ... ¢Le sacre du printemps (Sketches)¢ The rite of spring : sketches
Music: collections: works in one broad or specific medium	Use uniform title "Works" followed after a comma by the designation or a specification of medium (239B-C)	1. ¢Works, chamber music ...¢ 2. ¢Works, piano ...¢	Use the designation of the medium or a collective title generally appropriate to the medium (25.36A)	1. ¢Chamber music ...¢ 2. ¢Piano music ...¢

I V UNIFORM TITLES

1. TYPE AND ASPECT OF HEADING	2. AACR I (Ch.4 & 13, rules 233-243) (as interpreted by LC with some LC superimposition and local UTL adaptation)		3. AACR II (Ch. 21, rules 21.33-21.35 & Ch. 25)	
	a. RULE	b. EXAMPLE	a. RULE	b. EXAMPLE
Treaties: single treaties; 4 or more parties	Add the yr. of signing to peace treaties or to distinguish identical headings (25A2a)	1. Treaty of Paris, 1763 2. Universal Copyright Convention	Add in curves the yr. of signing for multilateral treaties (25.16B2)	1. Treaty of Paris (1763) 2. Universal Copyright Convention (1952)
Uniform title: as main entry	‹Prescribed punctuation› (100b)	Treatyse of a galaunt	‹Prescribed punctuation› (25.2A)	‹Treatyse of a galaunt›

LC will not use [ ]

* UTL does not apply this rule to works of personal or corporate authorship. A separate listing of uniform titles exists for certain prolific, classical and early modern writers. In addition, certain uniform titles appearing in external cataloguing copy (e.g. LC) are accepted and used by UTL on a restricted basis.

p. 2, re Greek uniform titles.

500 records

Field	#1 Change	#2 % of field	#3 % of total changes (75)	#4 % of total records (500)	#5 No change	#6 % of field	#7 % of total no changes (425)	#8 % of total records (500)	Total records #1+#5	% of total
A										
100	35	9.9	46.7	7.0	319	90.1	75.1	63.8	354	70.
B										
110	9	37.5	12.0	1.8	15	62.5	3.5	3.0	24	4.8
C										
111	7	100.0	9.3	1.4	0	0.0	0.0	0.0	7	1.4
D										
700	16	16.3	21.3	3.2	82	83.7	19.3	16.4	98	19.6
E										
710	8	47.1	10.7	1.6	9	52.9	2.1	1.8	17	3.4
Total	75		100.0	15.0	425		100.0	85.0	500	100.0

Field										
A										
1xx	51	13.2	68.0	10.2	334	86.8	78.6	66.8	385	77.0
B										
7xx	24	20.9	32.0	4.8	91	79.1	21.4	18.2	115	23.0
total	75		100.0	15.0	425		100.0	85.0	500	100.0

RANDOM SAMPLE

A random sample of 3346 records was taken from our archival tapes. All author and title access points on these records were tabulated resulting in:

51.7% personal author entry

8.5% corporate author entry

39.8% title entry

In addition, the author, title and subject tracings were counted revealing an average of 4.11 access points per record (or 5.11 cards per set counting the shelf list).

From these records 500 random personal and corporate headings were checked against AACRII and the Library of Congress' tolerable heading list for <u>form</u> of heading. It was found that <u>15</u>% of the headings checked would need to be changed to conform with the new rules. Or, more specifically, headings requiring a change:

9.9% of personal main entries

37.5% of corporate main entries

100.0% of conference main entries

OR 13.2% of main entries

16.3% of personal added entries

47.1% of corporate added entries

OR 20.9% of added entries

APPENDIX A

RESULTS OF RANDOM SAMPLE OF PERIODICALS KARDEX

(1) Total number of records evaluated: 181

(2) Total number of records needing no change: 110

(3) Total number of records needing some sort of change: 71

(4) Number of records needing change in choice of main entry: 19

(5) Number of records needing a change in form of entry: 34 records reflecting 42 changes

(6) Number of records needing recataloging from latest to successive entry: 29

(7) Number of records containing dashed—on entries that need to be recataloged separately: 7

(8) Number of records containing a microform interlock: 1

NOTE: Any one record may have been counted in any or all of numbers (4)—(8) above as any one record may exhibit examples of the different categories.

Of the 181 total records:

39% needed some kind of revision

10% needed a change in choice of main entry

19% needed a change in the form of any of the corporate bodies listed

16% needed change to successive entry

4% needed dashed—ons cataloged separately

Of the 71 records needing some sort of revision:

28% involved a choice of main entry

48% involved form of heading

41% involved successive entry

10% involved dashed—ons

July 5, 1979

To: Alice Bauer

From: Marylee Sturgis

Subject: Estimated number of cards in subject catalog needing changes in headings.

You asked me to estimate the number of subject cards that have obsolete headings in our catalog. I checked every third drawer for 4 of our 13 sections and found 62.25 inches of cards that need to be changed. Headings with less than a quarter inch of cards were not counted. By arithmetic I figured that 606.9 inches or 60,700 cards should be changed.

This high number includes the NEGRO headings, which we have not changed, and others for which we are using See Also references, such as WORTH and VALUE. The number of departmental library cards was not estimated.

It looks like Art headings have been systematically revised, so it seems that a disproportionate number of changes involve Fisk Kimball library. You will not be surprised to be told that 45 percent of the heading changes affect .25 in. of cards each, while only 7 percent involve 2 inches or more.

Marylee C Sturgis

To: Task Force on Technical Processing.

From: Sub-Committee on the Future of the Rare Book Department Card Catalog.

The Sub-Committee on the Future of the Rare Book Department Card Catalog makes this report based on written and/or oral communication with the entire staff of the Rare Book Department. The Sub-Committee has addressed both the questions of the AACR II descriptive rules and the AACR II form of entry rules. Although the future relationship between rare book cataloging and computers is still uncertain, the Sub-Committee is ready to make positive statements on the following questions.

I. Can special collection material be adequately described by AACR II descriptive rules?

No. One of the aims of rare book cataloging is to distinguish a particular copy of a book from all other copies of the same book, certainly from all other printings of the same text. The restrictions of AACR II allow this precise identification only for works printed prior to 1821. A large part of the material in the Rare Book Department, however, is published after that date. The Barrett and Faulkner collections particularly, attempt to acquire all editions, printings, issues and states of a given title and it is essential for rare book purposes that all variations be adequately described in the catalog entry. The application of AACR II descriptive rules erases all the variations that can exist within an edition. (See Appendix I.)

II. Should the Rare Book Department establish a completely independent cataloging operation?

The Sub-Committee considered this question for three reasons--the necessity for extensive descriptions on rare book catalog entries, the shelf list problems caused by unorthodox rare book call numbers, and the remote possibility of a special collections building sometime in the future.

The Rare Book Department realizes that its cataloging practices cause problems for the rest of the Cataloging Department. (See Appendix II.) On the other hand, the Department feels that to withdraw completely from the "public catalog," whatever form that catalog may take, would be a great disservice to potential library users. The Rare Book Department may frequently have the only copy of a book in the library system, even though the book may not be particularly rare. Many of the Department's readers have no idea when they enter the library that they are going to end up in Rare Books. To do away with this form of access would be a mistake.

To alleviate the problems in the Cataloging Department and to continue to make Rare Book Department holdings known through the "public catalog," the Sub-Committee offers the following recommendations.

A. Centralize the rare book cataloging operation, whether it be in the Cataloging Department or in the Rare Book Department.

B. Make the Rare Book Department shelf list the master record for rare book cataloging (with "RareBks" an integral part of each call number) and stop filing rare book cards into Alderman's shelf list. At the moment the Rare Book Department shelf list is so incomplete it could not be used for this purpose. Through the Department's continuing shelf reading project, however, the missing cards are being identified, and, with student help between now and 1981, these missing cards could be replaced.

C. Continue the present rare book practice of making separate records, with full descriptive notes, for each edition, printing, etc., but file these records in the Rare Book Department catalog only.

D. For each new title or edition cataloged in Rare Books, put an AACR II record, without the descriptive notes, into Alderman's catalog. If the public catalog already contains a record for the particular edition, that record could be marked "Also in RareBks" as is done now for Law and Health Sciences. If, however, the Rare Book record is the only one for a particular edition of a book, all of the tracings, not just the main entry, should be placed in the "public catalog."

E. Publicize the facts that the "public catalog" does not represent the entire holdings of the Rare Book Department and that the call numbers found there are not necessarily the same in Rare Books.

The above procedure would make Rare Book Department holdings available to the public without cluttering up the new catalog with a lot of descriptive information which would be of interest primarily to those people who would know to consult the Rare Book Department catalog directly. (See Appendix III.) If a special collections building ever becomes a reality, some such change would almost certainly have to take place; 1981 seems a good time to take the first step. The proposal would require student help to update the present Rare Book Department shelf list and an additional staff member to input the AACR II records for the public catalog. If Rare Books ever adopts computer cataloging, the procedure might change, but the basic idea would remain the same.

III. What form will the Rare Book Department catalog take in 1981?

The Department prefers to maintain a card catalog, even though those cards may eventually be computer produced.

IV. Must the Rare Book Department accept the AACR II form of entry rules?

Yes, since the Department wants to have its holdings represented in the new public catalog.

V. Should the Rare Book Department change its present catalog records to the new forms of entry?

No. Even though it would be better able to do this than would Alderman (because of its smaller collection and because, for material cataloged before 1974 there would only be a main entry and shelf list to be changed) the Rare Book Department had rather devote its energy to new cataloging rather than recataloging. Also, Rare Books feels that its form of entry should conform to the usage on its corresponding holdings records in Alderman's present public catalog.

VI. Will the Rare Book Department close its present card catalog in 1981?

No, it prefers to have the new records filed into the present catalog, with adequate linkage between the old and new records.

Submitted, March 20, 1979
Gayle Cooper

APPENDICES

See back of card for copies

PS3511
.A86R4 Faulkner, William, 1897-1962.
1951 ... Requiem for a nun. New York, Random House [1951]
[3] ℓ., 286 p. 20.3cm.
First trade edition; Massey 220.
Also in Engr. Lib. Rare Book Coll. Clements Lib.
Copy 5: original green cloth with black cloth backstrip; d.j.
Copies 6 and 8: original greenish grey cloth with black cloth backstrip; d.j.

Rare Book Coll.

See back of card for copies

PS3511
.A86R4 Faulkner, William, 1897-1962.
1951c ... Requiem for a nun. New York, Random House [1951]
[4] ℓ., 286 p. 20.2cm.
Ed. limited to 750 copies, signed by the author.
Original marbled boards with black cloth backstrip.

I. Title.

Rare Book Coll.

PS3511
.A86R4 Faulkner, William, 1897-1962.
1951d ... Requiem for a nun. New York, Random House [1951]
[3] ℓ., 286 p. 20.3cm.
Second printing.
Original greenish grey cloth; d.j.

I. Title.

Rare Book Coll.

PS3511
.A86 Faulkner, William, 1897-1962.
R4 ... Requiem for a nun. New York, Random
1951e House [1951]
[3] ℓ., 286 p. 20.3cm.
Third printing.
Original greenish grey cloth; d.j.

I. Title.

Rev. 12-76; gc

Four catalog records done according to present rare book practice:

1) Omission of author's name at head of title indicated by ellipsis.
2) Date of publication bracketed because it appeared on verso of title page.
3) All printed pages accounted for in collation statement.
4) Size reflects the height of the page to the nearest tenth of a centimeter.
5) All printings cataloged separately.

The previous four cataloging records recataloged using AACR II descriptive rules:

Faulkner, William, 1897-1962.
Requiem for a nun / William Faulkner.--
New York : Random House, 1951.
286 p. ; 21 cm.

1) Author's name transposed to required position.
2) Date of publication not bracketed when found in the preliminaries or the colophon.
3) Unnumbered printed preliminary leaves unaccounted for in collation statement.
4) Size reflects the height of the binding to the next highest centimeter.
5) All printings of the same edition cataloged as copies.

Chappell, Warren 1904-

Z239
.C53 Rego, José Lins do, 1901-1957.
R45 [Menino de Engenho. English. 1966]
1966 ... Plantation boy. Translated from the Portuguese by Emmi Baum. [1st American ed.] New York, Alfred A. Knopf, 1966.
[4] ℓ., 530, [4] p. 21cm.
Translations of Menino de Engenho, Doidinho and Bangüe.
Typography and binding design by Warren Chappell.

(~~Continued on next card~~)
[Rev. 77] aa

Z239
.C53 Rego, José Lins do, 1901-1957.
R45 [Menino de Engenho. English. 1966]
1966 ... Plantation boy. Translated from the Portuguese by Emmi Baum. [1st American ed.] New York, Alfred A. Knopf, 1966.
[4] ℓ., 530, [4] p. 21cm.
Warren Translations of Menino de Engenho, Doidinho
Chappell and Bangüe.
Rare Book Col. Typography and binding design by Warren Chappell.
copy 2

(Continued on next card)
[Rev. 77] aa

This is a sample of the problems created by rare book call numbers--included only because it came up so providentially in revising filing, on March 16. This call number was created by rare books in order to keep its collection of books designed by Warren Chappell together. Alderman's "copy 2" should never have been added to this card.

APPENDIX III

Included here are three current descriptive cataloging records for the first edition of Samuel L. Clemens' (or Mark Twain's) The innocents abroad, a copy of the bibliographical citation from Jacob Blanck's Bibliography of American literature, and Library of Congress copy for the same edition. If these books had been cataloged according to the compromise plan, all three of these records would be found in the Rare Book Department's catalog but they would be represented in the "public catalog" by the Library of Congress form of the entry. The Faulkner cards in Appendix I also illustrate the compromise plan: all four entries could be found in the Rare Book Department but only the AACR II record in the "public catalog."

*
PS1312
.A1
1869

Clemens, Samuel Langhorne, 1835–1910.

The innocents abroad, or The new Pilgrim's progress; being some account of the steamship Quaker City's pleasure excursion to Europe and the Holy land; with descriptions of countries, nations, incidents and adventures, as they appeared to the author. Hartford, Conn.: American Publishing Company; Newark, N. J., Bliss & Co.; Toledo, Ohio, Bliss & Co. etc., 1869.

xviii, [19]–651 p. illus., plates. 22½cm.
Publisher's advertisements vary.

(Continued on next card)

[r60]rViU 60-8315 (LC)

*
PS1312
.A1
1869

Clemens, Samuel Langhorne, 1835–1910. The innocents abroad ... 1869. (Card 2)

Half morocco binding (Copies 1, 3, 5). Black cloth, decoration and lettering in gold (Copies 2 & 4). Rebound in buckram (Copy 6)

Bookplates of W. Van R. Whitall, Will O. Clemens and Carroll Atwood Wilson (Copy 4).

Book label of H. H. Bancroft & Co., San Francisco (Copy 5). Bookplate of Charles C. [illegible]

Blanck 3316, first issue.

1. Levant—Descr. & trav. 2. Europe—Descr. & trav. I. Title. II. Title: The new Pilgrim's progress.

[r60]rViU 60-8315 (LC)

*
PS1312
.A1 Clemens, Samuel Langhorne, 1835–1910.
1869a

The innocents abroad; or, The new Pilgrim's progress; being some account of the steamship Quaker City's pleasure excursion to Europe and the Holy land; with descriptions of countries, nations, incidents, and adventures as they appeared to the author. Hartford, American Publishing Company; etc., etc., 1869.
xviii, [19]–651, 5 p. illus., plates. 22cm.
Imperfect; t. p. wanting.
Publisher's advertisement: 5. p. at end
(Continued on next card)

*535128
C.E. & C.W. Watts
Gift

ViU 60–8314 (LC)

*
PS1312
.A1 Clemens, Samuel Langhorne, 1835–1910. The
1869a innocents abroad ... 1869. (Card 2)

Book label of J. P. Bell & Co., Lynchburg.
Blanck 3316, second issue.

1. Levant—Descr. & trav. 2. Europe—Descr. & trav. I. Title. II. Title: The new pilgrim's progress.

ViU 60–8314 (LC)

*
PS1312
.A1
1869b

Clemens, Samuel Langhorne, 1835–1910.

The innocents abroad, or The new Pilgrim's progress; being some account of the steamship Quaker City's pleasure excursion to Europe and the Holy Land; with descriptions of countries, nations, incidents and adventures as they appeared to the author. Hartford, Conn.: American Publishing Company; Newark, N. J. Bliss & Co., Toledo, Ohio, R. W. Bliss & Co. [etc.,] 1869.

xviii, [19]–651, [5] p. illus., plates. 23cm.

(Continued on next card)

ViU 60–8313

*
PS1312
.A1
1869b

Clemens, Samuel Langhorne, 1835–1910. The innocents abroad ... 1869. (Card 2)

Publisher's advertisement: [5] p. at end.
Half morocco binding (Copy 1). Black cloth, decoration and lettering in gold (Copy 2).
Author's inscription in Copy 2: "Unto Francis Wilson my fellow-Player and neighbor in the next room, greeting and salutation! and therewithal prosperity and peace, and the continuance of our friendship until the end. Amen. Mark Twain, The Players Feb. 6, 1894."
Newspaper clippings pasted in Copy 1.
Armorial bookplate of Francis Wilson (Copy 2).
Blanck 3315, third issue. Wm. I. Atwater: Copy 3.

1. Levant—Descr. & trav. I.Title. (2. Europe—Descr. & trav. II.Title: The new Pilgrim's progress.

ViU 60–8313

[illegible]s also in *Brudder Bones' Book of Stump Speeches, and Burlesque Orations* . . . , John F. Scott, comp., New York: Dick & Fitzgerald ‹1868›; pictorial boards, cloth shelfback; also issued in pictorial wrapper; deposited Oct. 1, 1868; listed ALG Oct. 15, 1868.

NYPL Y

3315. The California Scrap-Book . . . Compiled by Oscar T. Shuck . . .

San Francisco: H. H. Bancroft & Company. New York: 113 William Street. 1869.

"Mark Twain's Description of the Azore Islands," pp. 121-128. Collected in *Innocents Abroad*, 1869, pp. 49-56, 61.

Announced in *Golden Era* (San Francisco), May 8, 1869; reviewed *ibid.*, May 22, 1869.

H Y

3316. THE INNOCENTS ABROAD, OR THE NEW PILGRIMS' PROGRESS; BEING SOME ACCOUNT OF THE STEAMSHIP QUAKER CITY'S PLEASURE EXCURSION TO EUROPE AND THE HOLY LAND; WITH DESCRIPTIONS OF COUNTRIES, NATIONS, INCIDENTS AND ADVENTURES, AS THEY APPEARED TO THE AUTHOR . . .

HARTFORD, CONN.: AMERICAN PUBLISHING COMPANY. BLISS & CO., NEWARK, N. J.; R. W. BLISS & CO., TOLEDO, OHIO. F. G. GILMAN & CO., CHICAGO, ILL.; NETTLETON & CO., CINCINNATI, OHIO. F. A. HUTCHINSON & CO., ST. LOUIS, MO. H. H. BANCROFT AND COMPANY, SAN FRANCISCO, CAL. 1869.

Note: Also prepared for distribution with the following imprint: *San Francisco, Cal.: H. H. Bancroft and Company. Hartford, Conn.: American Publishing Company. 1869.* In the only examined copies so imprinted (CWB and FCW) the two terminal leaves of advertisements have been excised.

‹i›-xviii, ‹19›-631; advertisements, pp. ‹632-636›. 2 frontispieces and 14 plates inserted. Other illustrations in text. 8 11/16" x 5 3/4".

‹1-2›, 3-41⁸.

C cloth: black. Covers slightly bevelled. Brown-coated end papers. Triple flyleaves. Edges sprinkled brown. According to the prospectus also issued: Cloth, gilt edges; library (*i.e.*, sheep) binding; morocco; half calf.

Three issues noted:

FIRST ISSUE

Pp. xvii-xviii: Page reference numbers lacking in the table of contents.

P. xviii: The last entry reads: *Thankless Devotion—A Newspaper Valedictory* ‹leaders›

P. 129: No illustration.

P. ‹643›: CHAPTER *XLI.*

P. ‹654›: *Personal History* . . .

SECOND ISSUE

Pp. xvii-xviii: Page reference numbers are present in table of contents.

P. xviii: The last entry reads: *Thankless Devotion—A Newspaper Valedictory—Conclusion ‹leaders› 638*

P. 129: Portrait of Napoleon III.

P. ‹643›: CHAPTER *LXI.*

P. ‹654›: *Personal History* . . .

THIRD ISSUE

Same as *Second Issue* save for p. ‹654› which carries an advertisement: . . . *History of the Bible . . . Album Family Bible* . . .

Note: Intermediate issues occur.

According to Paine (p. 381) "the first copy was delivered July 20," 1869. Mr. Frank C. Willson owns a copy inscribed by an early owner Aug. 14, 1869. Listed PC Sept. 1, 1869. Listed in *American Bibliopolist* (New York) Sept. 1869. Listed ALG Oct. 1, 1869. Advertised by Trübner as an importation Bkr March 1, 1870. Listed PC June 1, 1870, with increased price. Also see *Innocents Abroad*, 1872; *New Pilgrims' Progress*, 1872; *Innocents Abroad*, 1879.

Note: There were several reprintings in Great Britain; see in *Section 2* of this list. Under the title *Innocents Abroad; and The New Pilgrims' Progress;* and, *The New Pilgrims' Progress;* and, *The Innocents Abroad*, the work was reissued either wholly or in part by Ward, Lock & Tyler and its successors. The earliest of these was listed PC May 16, 1874.

H (3rd) NYPL (1st 3rd) Y (1st 2nd 3rd)

3317. . . . Beckwith's Almanac . . . by George Beckwith . . .

New Haven, Conn: Published by Peck & Coan, No. 346 Chapel St. J. H. Benham & Son, Printers, Cor. Church and Chapel Sts. . . . ‹n.d., 1869›

Cover-title. Self-wrapper. At head of title: . . . Number 23. 1870 . . . Unpaged. On the front wrapper is a copyright notice dated Oct. 27, 1862; this undoubtedly applies to the series and not the individual issue.

Contains "Jim Wolfe and the Tom Cats."

...mens, Samuel Langhorne, 1835-1910.
...n defense of Harriet Shelley, and other essays, by ...rk Twain (Samuel L. Clemens) New York and Lon... Harper & brothers, 1918.
... p. ... front. [8]°. (Half title: The writings of Mark ...)
... defense of Harriet Shelley.--Fenimore Cooper's literary offenses.--Traveling with a reformer.--Private history of the "jumping frog" story.--Mental telegraphy.--Mental telegraphy again.--What Paul Bourget thinks of us.--A little note to M. Paul Bourget.--The ...'s story.--Driving Home to Heaven.--The ... Chicago--Concerning the Jews.--About all kinds of things.--From the "London Times" of 1904.--A majestic literary fossil.--Ah, the cigarette-curse.--Saint Joan of Arc.--In memoriam.--A biographical sketch.
I. Title.

Library of Congress PS1305.F38 18-20697

...N OrP Or
...37 DLC MH NcRS OC1h MIU PBm PPT PSC CoU PPULC

CLEMENS, SAMUEL LANGHORNE, 1835-1910.
In defense of Harriet Shelley and other essays, by Mark Twain (pseud.) Mississippi ed. New York, Harper, 1919.
[4], 346 p. illus. (His Works)

...38 InU PU PPULC

Clemens, Samuel Langhorne, 1835-1910.
In defense of Harriet Shelley, and other essays, by Mark Twain (Samuel L. Clemens) New York and London, Harper & brothers, 1918.
4 p. l., 346, [1] p. front. 19½ cm. (Half-title: The writings of Mark Twain. Uncp author)
Contents.--In defense of Harriet Shelley.--Fenimore Cooper's literary offenses.--Traveling with a reformer.--Private history of the "jumping frog" story.--Mental telegraphy.--Mental telegraphy again.--What Paul Bourget thinks of us.--A little note to M. Paul Bourget.--The ...'s story.--Driving Home to Heaven.--The ... Chicago--Concerning the Jews.--About all kinds of things.--From the "London Times" of 1904.--A majestic literary fossil.--Ah, the cigarette-curse.--Saint Joan of Arc.--In memoriam.--A biographical sketch.
I. Title.
PS1305.F38 18-20697

...389 DLC

Clemens, Samuel Langhorne, 1835-1910.

In memoriam. Olivia Susan Clemens. Died August 18, 1896; aged 24.
(2)p. 25cm. (Magazine numbers.no. 23)
Detached from Harper's new monthly magazine, Nov. 1897, p. 929-930.
Sketches of poems: Lobo Lacerna, August 18, 1897.

1. Clemens, Olivia Susan, 1872-1896. I. Title.

...348 YIU

Clemens, Samuel Langhorne, 1835-1910.
In memory of Joan, by Mark Twain (pseud.
Pref. by Albert Bigelow Paine. n.p., 1910?
cover title, 17 l. 20cm.

1. Clemens, Joan, 1880-1909. I. Paine, Albert Bigelow, 1861-1937.

...341 IEN

Clemens, Samuel Langhorne, 1835-1910.
In yo closet of yo virgin queene A.D. 1601
See his "1601"

Clemens, Samuel Langhorne, 1835-1910.
Information wanted. London, (n. d.)

...343 WU

Clemens, Samuel Langhorne, 1835-1910.
The innocents abroad. London, (n. d.)

'Preface to the English Edition' dated 1879.
Presentation copy.

MC 0478345 WU

Clemens, Samuel Langhorne, 1835-1910.
The Innocents abroad. A book of travel in pursuit of pleasure. London, Hotten, n.d.

2 v.

MC 0478346 CO

[CLEMENS, Samuel Langhorne], 1835-1910.
The innocents abroad, by Mark Twain [pseud.] London, etc., Ward, Lock, and co., n.d.

On cover:-Canadian ed. Home series, no.256.
Imprint on cover:-Toronto, W. Bryce.

MC 0478347 MH

Clemens, Samuel Langhorne, 1835-1910.
The innocents abroad; or, The new Pilgrim's progress; being some account of the steamship Quaker City's pleasure excursion to Europe and the Holy Land; with descriptions of countries, nations, incidents and adventures as they appeared to the author ... By Mark Twain (Samuel L. Clemens) ... Hartford, American publishing company; etc., etc., 1869.
xviii, [19]-651 p. front., illus., plates. 22cm.

1. Levant - Descr. & trav. 2. Europe - Descr. & trav. 3. Voyages and travels. I. Title.

Library of Congress PS1312.A1 1869

IaU MoSW CU-S ScU WU MU IU CtY CU MtHi PPULC FU IdU OrU MtBC IdPI NcAS NcD NcU OCLR InU VIU NjP OC1 NjP VIU NN MB OGU MH PPL PPLas OC1WHi KyU IER RPB MC 0478348 DLC TU TxU PSC MH OCU OFH OC1W OC1JC DeWI

xPS1312 Clemens, Samuel Langhorne, 1835-1910.
A1 The innocents abroad; or The new Pilgrims'
1869a progress; being some account of the steamship Quaker City's pleasure excursion to Europe and the Holy Land; with descriptions of countries, nations, incidents and adventures, as they appeared to the author... By Mark Twain (Samuel L.Clemens)... San Francisco, H.H.Bancroft and Company; Hartford, American Publishing Company, 1869.
xviii,(19)-651p. fronts., illus., plates. 23cm.

First edition, first issue "also prepared for distribution with ... (above) imprint." cf. Blanck 3316.

1. Levant - Descr. & trav. 2. Europe - Descr. & trav. 3. Voyages and travels. I. Title.

MC 0478350 IaU WU IEN

Clemens, Samuel Langhorne, 1835-1910.
The innocents abroad, and The new Pilgrims' progress from the new world to the old. By Mark Twain. London (etc.) Ward, Lock, & Bowden (187-), 298, 307 p. 18cm.

PS1312.A1 1870a 1. Europe--Descr. and trav. 1830-1871. 2. Palestine--Desc. and trav. 1830-1871. I. T.
N.U.C.A.L.

MC 0478351 NN TxU NcD

Clemens, Samuel Langhorne, 1835-1910.
The innocents abroad, or, The new Pilgrims' progress; b... some account of the steamship Quaker City's pleasure excur... to Europe and the Holy Land; with descriptions of count... nations, incidents and adventures, as they appeared to the ...thor. With two hundred and thirty-four illustrations. Mark Twain, (Samuel L. Clemens.) (Issued by subscrip... only, and not for sale in the book-stores ...) Hartford, C... American publishing company; San Francisco, Cal., H. Bancroft and company; etc., etc., 1870.
xviii, [19]-651 p. front., illus., plates. 22½cm.
1. Levant. 2. Voyages and travels. 3. Europe--Descr. & trav. I. Title.

Library of Congress PS1312.A1 1870 20-691

MH NjP MBAt NN PHi PPLT PPAN WU PPULC
MC 0478353 DLC IaU WaS MB ICU CU VIU TU OU OC1 O

Clemens, Samuel Langhorne, 1835-1910.
Ba The innocents abroad; or The new Pilgrim...
C591 gress; being some account of the steamship Q...
869in City's pleasure excursion to Europe and th... land; with descriptions of countries, nati... incidents and adventures, as they appeared ... author ... By Mark Twain, (Samuel L.Clemens Montreal & Toronto, C.K.Chisholm & co., 1870
xvi, [17]-398p. front., illus. 21cm.

MC 0478354 CtY WU CaOTU

Clemens, Samuel Langhorne, 1835-1910.
The innocents abroad, or, The new Pilgrims' progr... ing some account of the steamship Quaker City's pleas... cursion to Europe and the Holy Land; with descripti... countries, nations, incidents and adventures, as they ap... to the author. With two hundred and thirty-four i... tions. By Mark Twain, (Samuel L. (Clemens.) (Iss... subscription only, and not for sale in the book-sto... Hartford, Conn., American publishing company; C... Ellis, F. G. Gilman & co.; etc., etc., 1871.
xviii, [19]-651 p. front., illus. plates. 22½cm.
1. Levant. 2. Voyages and travels. 3. Europe--Descr. & ... & trav. I. Title.

Library of Congress PS1312.A1 1871

MC 0478359 DLC CtY RPB NcRS OO MH MH

Clemens, Samuel Langhorne, 1835-1910.
The innocents abroad; or, The new pilgrim's progress ... Mark Twain (Samuel L. Clemens). Australian edition. ...bourne: G. Robertson, 1871. 3 v. in 1. 16½cm.
Paged continuously.
Contents.--Book I. From New York to Venice.--Book II. Venice to ... Book III. Syria, Palestine, Egypt, and home.

...PS1312. 1. Europe--Descr. and ... and trav., 1830-1871. 2. P...
N.U.C.A.L.

MC 0478356 NN

Clemens, Samuel Langhorne, 1835-1910.
Innocents abroad; or, The new Pil-
grim progress...by Mark Twain.
Toronto, Irving, 1871.

346 p.

MC 0478357 PU PPULC

PS1312 Clemens, Samuel Langhorne, 1835-1910.
.A1
18?8 The innocents abroad; or, The new Pil...
progress; being some account of the ste...
Quaker City's pleasure excursion to Eur...
and the Holy Land; with descriptions of ...
countries, nations, incidents and adven...
as they appeared to the author. By Mar...
Twain (Samuel L. Clemens). (Issued by ...
scription only, ...) Hartford, Conn., ...
American Pub. Co., 1872.
631 p. illus., ... plates, ports. 2...
1. Levant. 2. V... ...yages and travels. ...
Europe--Descr. & ... trav. I. Title.

TASK FORCE ON TECHNICAL PROCESSING

SUBCOMMITTEE ON MUSIC CATALOGING

AND THE MUSIC LIBRARY

The first part of this report will deal with the type of catalog the Music Library should have when AACR II is adopted. The second part of this report will discuss the significant changes in the cataloging of music using AACR II rules.

PART I

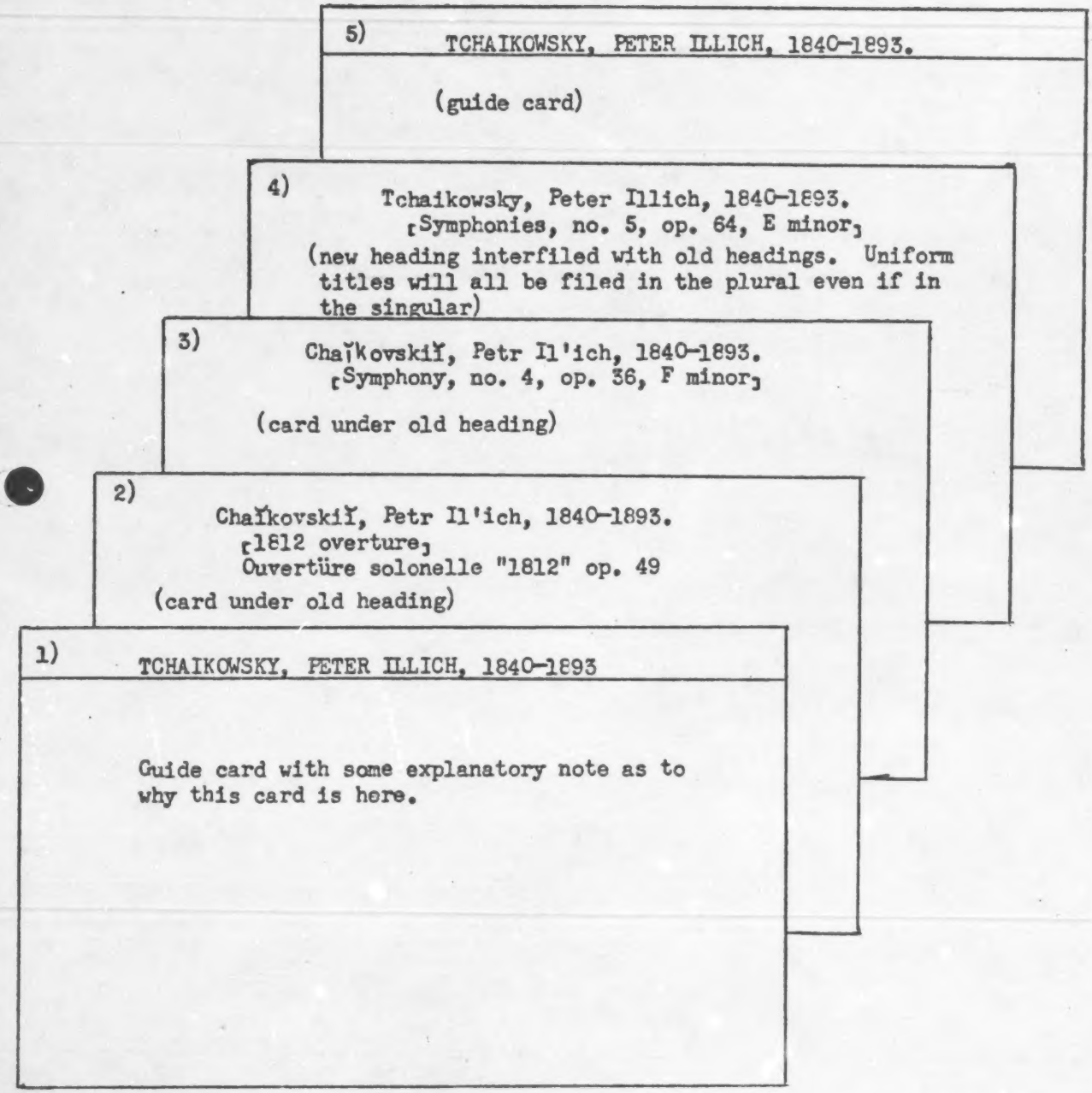
Type of catalog for the Music Library.

It would not be feasible for the Music Library to go "on-line" before this type of system is first implemented in Alderman Library. The cost factor for an on-line system at the departmental library level would be too prohibitive and unjustifiable. Nor should the Music Library switch to a COMCAT. This, too, must be initiated by Alderman Library for cost effectiveness and then filtered down to the departmental library level after such a system is proven to work. Instead, the present system of card catalogs in the Music Library should remain open and cards should still be filed in them. The author-title catalog will use a system of guide cards to facilitate filing. The subject catalog will need no guide cards since subject headings for music will remain basically the same. The shelf list will also remain the same.

The type of guide card system to be used in the author-title catalog is not unlike the subject guide cards that many research libraries use to keep their subject files up-to-date (e. g., The University of British Columbia at Vancouver) This system could easily be adopted to fit the needs of a departmental library such as the Music Library. The guide card system works as follows:

After Day 1, all cataloging will be in AACR II rules. Before an entry is entered into the Music Library catalog, it is checked to see if there is an existing entry under an old form of cataloging. If an old form of entry is found, then a guide card is made for the new heading and placed in front of the old heading cards and filed in the card catalog by the new heading. At this point, cross references are made from the old heading to the new. If the file is quite large, (e. g., Bach, Beethoven, Haydn) then several guide cards could be used at certain points in the file. New headings are interfiled with the old headings by uniform title, or by title page title. There would be no need to change a complete set of cards because added entries would still be interfiled by main entry, no matter what the main entry is. If there is no conflict with a new entry and an existing entry (i. e., a tolerable heading) it is interfiled as is. New headings are filed the same way. If for some reason the main entry or heading is changed, the guide card would only be changed and not each individual card. If the file is small, it would be the judgement of the Music Cataloger if the heading needed to be recataloged.

Here is how the guide card system would work for the composer Chaĭkovskiĭ:


5)
TCHAIKOWSKY, PETER ILLICH, 1840-1893.
(guide card)
4)
Tchaikowsky, Peter Illich, 1840-1893.
[Symphonies, no. 5, op. 64, E minor]
(new heading interfiled with old headings. Uniform titles will all be filed in the plural even if in the singular)
3)
Chaĭkovskiĭ, Petr Il'ich, 1840-1893.
[Symphony, no. 4, op. 36, F minor]
(card under old heading)
2)
Chaĭkovskiĭ, Petr Il'ich, 1840-1893.
[1812 overture]
Ouvertüre solonelle "1812" op. 49
(card under old heading)
1)
TCHAIKOWSKY, PETER ILLICH, 1840-1893
Guide card with some explanatory note as to why this card is here.

The distinct advantages of this system are:

1. There is no need to split, freeze, or change the existing card catalogs.

2. Cards can still be filed in one catalog under one heading.

One minor drawback of this system is that composer's uniform titles will have to be changed. Uniform titles such as ⌜Works. Selections⌝ would become ⌜Selections⌝ and ⌜Works, piano⌝ would become ⌜Piano music⌝. The former can be changed by lining out the word "Works"; the latter by erasing "Works, piano" and typing in "Piano music." A more detailed analysis of uniform titles follows in part II.

PART II

Descriptive cataloging.

The descriptive part of music will remain basically the same, with minor changes in the title transcription (5.1B2), terminology in the collation area (5.5B1), and the ordering of the score, pagination, and illustration statement in the collation area (5.5B3). The publisher's plate number has been moved from the last element of the imprint area to a note.

Access points.

AACR I, rule 23CA dealt with musical works of mixed authorship or of mixed character. For example, 1) a musical composition based on Victor Hugo's Le roi s'amuse would require am explanatory cross reference leading the user to Verdi's Rigoletto; 2) A single song (the text of a poet set to music by a composer) would not require an added entry for the poet. In AACR II, rule 21.19, the explanatory cross reference for Hugo's Le roi s'amuse becomes an added entry. Additionally, the poet of a single song would get an added entry. The first example is a change for the better and will do away with a frustrating cross reference. The second example gives a logical additional access point.

Something that will be encountered in music cataloging as well as literature will be the age-old problem of opera librettos. The alternative rule for 21.28 is as follows:

> 7. *Alternative rule.* Enter a libretto under the heading appropriate to the musical work. Make an added entry under the heading for the librettist. If the libretto is based on another text, make a name-title added entry under the heading for the original.
>
> Curlew river : a parable for church performance / by William Plomer ; set to music by Benjamin Britten
> (*A libretto*)
> *Main entry under the heading for Britten*
> *Added entry under the heading for Plomer*
>
> Der Rosenkavalier : Komödie für Musik in 3 Aufzügen / von Hugo von Hofmannsthal ; Musik von Richard Strauss
> *Main entry under the heading for Strauss*
> *Added entry under the heading for Hofmannsthal*
>
> If, however, a libretto is published without reference to its musical setting, enter it under the heading for the author of the libretto.
>
> Der Rosenkavalier : Komödie für Musik / von Hugo von Hofmannsthal
> (*Published as a literary work*)
> *Main entry under the heading for Hofmannsthal*
>
> Enter a collection of librettos for works by one composer under the heading for the composer.

Fullness of name will present another problem in music cataloging. Johann Chrysostom Wolfgang Amadeus Mozart will no doubt be entered under Wolfgang Amadeus Mozart. Many of the Russian music publishers as well as the early 20th century European music publishers list only an initial for a first name for a composer on their music title pages. This will make a difference in choice of entry and fullness of entry. And of course Chaĭkovskiĭ will undoubtedly be entered under Tchaikowsky.

Uniform titles present the most difficult area in music cataloging and AACR II is no exception to this rule. File organization for a composer will be radically different under AACR II. Rule 25.27B will give type of composition (concerto, symphony, sonata) will be given in the plural. Rule 25.29G sets up works for a solo instrument and accompanying ensemble an entirely different way than under AACR I. A concerto for piano and orchestra becomes [Concerto, piano, orchestra...] which under the AACR I rule 236B2 was [Concerto, piano...] the implied accompaniment being orchestra.

Rule 25.35 states that a selection of a composer's works is now entered under [Selections]. Under AACR I this became [Works. Selections]

Special collections derived from a composer's works (rule 25.36) will now become:

Chamber music
Choral music
Instrumental music
Vocal music
Orchestra music
Piano music
Piano music. Selections

versus:

Works, chamber music
Works, chorus
Works, instrumental
Works, vocal
Works, orchestra
Works, piano
Works, piano. Selections

under AACR I.

Respectfully submitted,

Robert M. Keefe

Robert M. Keefe
Music Cataloger

COMMITTEE ON THE FUTURE OF THE CARD CATALOG
Task Force on Technical Processing
Links Sub-Committee Report
March 20, 1979

The subcommittee on the question of links, as a result of consultation among the original and serials catalogers, makes the following observations:

If we do not close the catalog and if we maintain split files for headings which differ in form, we will certainly need linking references for every heading which differs.

Whether we close or do not close the catalog, it appears that every heading we deal with in the future may have to be checked in the old catalog to see whether or not there is a different, pre-AACR2 form for which links must be made. Thus, making links will increase the amount of authority work necessary, a task which will of necessity fall to professional catalogers. In this event, we must explore whether this increase will lead to a rearrangement of present work patterns and responsibilities.

We foresee that certain links, notably those associated with names of corporate bodies, especially history cards tracing changes in name of such bodies, may become quite complex both for the cataloger to construct and for the patron to interpret and follow.

The subcommittee recommends that links be kept to a minimum, making them only when absolutely necessary. Several alternate factors might tend to fulfill the purpose of links, which is to guide users between sets of variant headings. One such factor, or device, is the internal reference structure of each catalog, which, while not explicitly stating what the form of entry for a given heading is in the other catalog, will alert users to alternate forms. For example, a person entered under real name in the old catalog has a see-reference from pseudonym: (Twain, Mark, see Clemens, Samuel Langhorne, 1835-1910). If under AACR2 such an author is entered under the pseudonym, the reference in the new catalog reads in the opposite manner (Clemens,..., see Twain ...). Patrons consulting the old catalog under Twain and being guided to Clemens might reasonably expect to be able to look under Clemens in the new catalog. If they look under Clemens in the new, they will be guided to Twain. This requires an extra step for the patrons, but if they are informed beforehand that some headings appear in different forms in the two catalogs, it will not always be an unexpected extra step.

The idea of prior knowledge of differences on the part of patrons leads to the other two factors which could reduce the necessity for links between the old and new catalogs. We feel that adequate user education coupled with the generous and wise use of printed guides and signs in the catalog area could do much to alert patrons both to the fact of differing headings and to certain types which they can learn to recognize (e. g., those of the real name/pseudonym type or those like Virginia. University/University of Virginia).

One category of headings which might consistently require the use of links is that of monographic series which continue from one catalog to the other under either a different form of heading or a different entry altogether. If such series are not completely recataloged to fit into the new catalog, links would be the best way to assure that users could follow the whole line of the series.

In summary, though we recognize that there might be certain cases in which links between the two catalogs will be necessary, we feel that there are other ways in which patrons can be guided among the differing headings of two catalogs, and because of the complexity we foresee in carrying out a full system of links, we recommend that the use of links be kept to an absolute minimum.

REVISED RECOMMENDATIONS OF THE AREA COLLECTIONS SUB-COMMITTEE (JULY 1979)

If we close our present manual card catalog and adopt a computer-assisted catalog, then I recommend that, after Day One, we adopt the following procedures for dealing with nonroman script materials.

SLAVIC SCRIPTS

Currently LC cataloging of Cyrillic scripts will appear in completely romanized form and according to AACR2 rules. We will input machine-readable records into the automated data base and file back-up cards in the temporary "Add-on Card Catalog."

Retrospective LC cataloging will appear in either romanized or non-romanized formats and according to pre-AACR2 rules. LC entries in these formats will be recataloged according to AACR2 and the nonroman scripts will be romanized. Records will be input into the automated data base and back-up cards will be filed in the "Add-on Card Catalog."

We will accept as is all LC vernacular script cataloging in such difficult languages as Armenian and Georgian and add the cards to the present manual card catalog. Records for the titles will not be entered in the automated data base.

EAST ASIAN SCRIPTS

Current LC cataloging will appear in the traditional format which includes the original script and be prepared according to AACR2 rules. Romanized records for these titles will be entered into the automated data base and the card sets received from OCLC will be added to the temporary "Add-on Card Catalog." Full sets of script cards for the same titles will be filed into a permanent and separate "East Asian Add-on Card Catalog" adjacent to the Public Catalog. This catalog will permit patrons who need to do so to consult the original script

characters when the meaning of the romanization is ambiguous. It will be retained after the temporary "Add-on Card Catalog" (including the East Asian romanized cards) is discarded.

Retrospective LC cataloging will appear in vernacular scripts and be cataloged according to pre-AACR2 rules. LC records in this format will be accepted as is and the cards will be added to the present manual catalog. Records for these titles will not be entered in the computer data base.

SOUTH ASIAN SCRIPTS

Currently LC cataloging will be in romanized form and according to AACR2 rules. We will input these records into the computer base and the cards will be filed in the "Add-on Card Catalog."

Retrospective LC cataloging will be in either romanized or nonromanized format and be cataloged according to pre-AACR2 rules. LC entries in these formats will be accepted as is and the cards will be added to the present manual card catalog. Records for these titles will not be entered in the automated data base.

MIDDLE EAST SCRIPTS

Current LC cataloging will appear in nonromanized format and cataloged under AACR2 rules. Records for these titles will not be entered in the automated data base. Instead, we will begin a separate and permanent "Middle East Add-on Catalog", containing full sets of the script cards, adjacent to the Public Catalog. Since these cards must be retained, we will not add them to the temporary "Add-on Card Catalog." In order to avoid administrative and technical confusion for the staff and unnecessary difficulties for users, we will also keep this file separate from the "East Asian Add-on Catalog."

Retrospective LC cataloging will be in nonromanized format and cataloged according to pre-AACR2 rules. LC entries in this format will be accepted as

is and the cards will be added to the present manual card catalog. Records for these titles will not be entered into the automated data base.

Martin Davis
July 10, 1979

COMMITTEE ON THE FUTURE OF THE CARD CATALOG

TASK FORCE ON TECHNICAL PROCESSING

SERIALS SUB-COMMITTEE REPORT

Susanne Glass
Jane Lai
Carol Pfeiffer
Charlie Finn
Carey Coleman

July 1979

CONTENTS

page:

1 0. CURRENT STATUS OF SERIALS AT ALDERMAN

1. CONTINUE CARD CATALOG
1.A. Desuperimposition (change all entries to new rules)
2 1.B. Split files

3 2. START NEW CATALOG(S)
2.A. Kinds of catalogs
2.A.1. Old card catalog
2.A.1.1. Active
2.A.1.2. Freeze/partial freeze/shrinking freeze
2.A.1.3. Filmed in book form

2.A.2. New Catalog(s)
2.A.2.1. New card catalog (public catalog)
2.A.2.2. COMCAT
4 2.A.2.3. Specialized displays
2.A.2.3.1. Newspapers/current periodicals print-out
2.A.2.3.2. Official serial catalog
6 2.A.2.3.3. Newspaper catalog

2.B. Contents of these catalogs
2.B.1. Items to be represented
2.B.2. Information to be displayed for these items
7 2.B.3. Authority work
2.B.4. Title changes

2.C. Links between catalogs

8 2.D. Maintenance of catalogs

3. SUMMARY

11 Appendices

SERIALS SUB-COMMITTEE REPORT

0. CURRENT STATUS OF SERIALS AT ALDERMAN.

We currently maintain an Official Serial Catalog (OSC) in the public use area. This catalog contains (1) the serials main entry plus holdings cards and (2) title and author/title added entries. Cards also appear in the shelf list, author/title catalog and subject catalog with the reference "For holdings see Official Serial Catalog." Holding library information is available only from the OSC except when a serial is complete in one volume, in which case each card is overstamped with the location and no holdings cards are needed.

A separate catalog for newspapers with a quasi-topical arrangement is located in the public use area. Newspapers are represented only in this file -- no records appear in the serial or public catalogs.

In addition to the OSC and newspaper catalog, a print-out of currently-received periodicals and newspapers is available in the public use area and gives the specialized location Periodical Room when appropriate.

1. CONTINUE CARD CATALOG.

1.A. DESUPERIMPOSTION (CHANGE ALL ENTRIES TO NEW RULES).

Advantages include maintaining the integrity of the catalog and having compatible entries in the later event we decide to input all on the terminal. The prime disadvantage would be the massive amount of recataloging. Each entry would have to be evaluated with decisions made as to choice of main entry, form of headings and use of new bibliographic description.

Items could be recataloged as new volumes are added (with dead or ones not currently being received being recataloged later); however, the time lag would be so long before the project could be completed that interim temporary cross-references might be needed to resolve conflicting headings.

Remember also that we are dealing with an additional file (OSC), the cards in which would also need to be corrected.

This approach is NOT RECOMMENDED.

1.B. SPLIT FILES.

The obvious advantage here is the avoidance of massive recataloging. However, disadvantages include: more difficult and time consuming searching (especially with the added burden of a separate serial catalog); diminished integrity of the catalog (user never grasps rules or could anticipate entry); need for complex and possibly confusing linkage structure. Also we would prefer to have holdings listed in a new catalog in abbreviated form (public would not have to check additional file). It would be confusing to have in the same catalog new serial cards with holdings and old serial cards with directive to "See Official Serial Cataog for holdings." It would not be practical to put OSC cover cards and holdings in public catalog and use left-over cover cards as record of serials because:

a. time to shift cards would be too great

b. as long as holdings are added manually would be too time-consuming to spread work out through entire catalog.

Note that current public catalog serial cover cards have had directive stamps changed several times and there is no longer any room at top of cards to put corrected information.

Possible implementation — as an item is cataloged, the form of all entries would be checked and appropriate authority work done. Analyzed series would present a major problem, as new pieces might reflect a change in the form or choice of entry. See Appendices C, D and E.

This approach is NOT RECOMMENDED.

2. START NEW CATALOG(S).

2.A. KINDS OF CATALOGS.

2.A.1. OLD CARD CATALOG.

2.A.1.1. ACTIVE.

An active file would dictate that ongoing serials already cataloged would remain in the old catalog and subsequent volumes would be added to them. We feel that all ongoing serials should have their holdings in one place — the new catalog. This approach would only be tolerable for dead serials. We do NOT RECOMMEND this approach since the idea of going to a new catalog is best served if the old is phased out.

2.A.1.2. FREEZE/PARTIAL FREEZE/SHRINKING FREEZE.

As volumes are added, cataloging would be reviewed, corrected when necessary and the record removed from the old catalog and put into the new catalog. RECOMMENDED.

2.A.1.3. FILMED IN BOOK FORM.

The problem is how to add volumes or make necessary changes to records not converted to new catalog. NOT RECOMMENDED if serials are present.

2.A.2. NEW CATALOG(S).

2.A.2.1. NEW CARD CATALOG (PUBLIC CATALOG).

Implementation: as a volume is added to a record, that record is reviewed, put into new form and placed in new catalog. Analytics present a problem but could be handled as in Appendices C and D.

Since we have the capabilities for a COMCAT, this approach is RECOMMENDED on a short-term basis as an add-on catalog until the COMCAT is perfected.

2.A.2.2. COMCAT.

Implementation — as volume is added, review record, revise when necessary and input into terminal for COMCAT display. Analytics present a problem but could be handled as in Appendices C and D. The question

of whether to include holdings and in what form (abbreviated?) is discussed under 2.A.2.3.2.

RECOMMENDED.

2.A.2.3. SPECIALIZED DISPLAYS.

2.A.2.3.1. NEWSPAPERS/CURRENT PERIODICALS PRINT-OUT.

If a COMCAT is chosen, this print-out might be replaced by a COMCAT of all serials. However, the current print-out must be maintained until all currently-received periodicals are input into the terminal. A new print-out or serial COMCAT (see also 2.A.2.3.2.) based on our computer tapes would need some mechanism to show special locations (e.g., backfile in stakcs, current issues in Periodical Room). If the Periodical Room is expanded to include all curretnly-received periodicals, this location problem might be eliminated.

2.A.2.3.2. OFFICIAL SERIAL CATALOG.

The future of the OSC is an interesting one. There needs to be some sort of file isolating all serials as we may be obligated to report to cooperative serial union lists, and we must be able to get at our serials easily (we could readily extract all "S" level records from our archival tapes). Also, the OSC currently is the official record of the holdings of any particular title.

If we go to a new card catalog (public) should we start a new serial card catalog? We must - since to interfile in the OSC would result in a split and that option has already been rejected. The combination of a new public card catalog and another serial catalog creates too many files. This further supports the recommendation in 2.A.2.1. - not to go to a new card catalog (public) on any but a short-term basis. If we go to a COMCAT (and do not have a local program for holdings), we may still need to have a new serial catalog in card form since as yet the holdings field on the terminal

is not operational. The possibility of filing the new OSC cards (with holdings cards) in the new public catalog would eliminate the need for a new add-on serial card catalog. Problems: the terminal profile would have to be rewritten; if this second card catalog is discarded, we would need to retrieve all the holdings and contents cards for Serials Section use.

Possible implementation: as a volume is added, cards are reviewed, revised and input into terminal. We receive a new set of cards for new OSC and item appears in COMCAT. When holdings field problems are completely ironed out, holdings information can be transferred to COMCAT. If holdings do appear in the COMCAT, there may be no need for the public to have access to the OSC — these holdings cards could possibly be retained in the Serial Section for inventory purposes and the brief listing of a serial's analytics. However, if we ere in a check-in module, we certainly would not want to add holdings in two places. A problem here might be that the configuration for the holdings on the terminal may not reflect physical bound volumes, and thus we may need to maintain a separate file.

At such time when the new serial catalog in card form could be eliminated, the remaining items in the serial catalog should be evaluated; the valuable and important items (Bibliography decision) should be converted to the new catalog. The disposition of the rest would be up to Bibliography. The Serials Section would not recatalog anything in the old OSC unless there were a specific title by title request from the Bibliographers. (At such time we would expect the state-of-the-art to have resolved the problem of analytics in the old catalog when the old OSC entry was recataloged.

Again we have the problem of analytics. If only the holdings (no contents cards) are given in the new catalog, some indication may be needed to show that the serial is analyzed and some file must show the brief contents. See Appendices C, D and E.

RECOMMENDED.

2.A.2.3.3. NEWSPAPER CATALOG.

We catalog newspapers according to in-house rules, and AACRII may not affect our current practice. We have two choices with regard to this file: (1) that it remain in its present form if a new card catalog is retained; and (2) that a simple display in the main catalog be implemented if a COMCAT is chosen, since we certainly would want to consolidate our many separate files. Much hardcopy is being replaced by microfilm copy which could make a holdings display manageable. However, due to the nature of newspapers, complete holdings information may be better listed in the Serial Section with a simplified display in the new catalog, if possible. Newspapers should also be included in any special serial display.

RECOMMEND simple display in new catalog.

2.B. CONTENTS OF THESE CATALOGS.

2.B.1. ITEMS TO BE REPRESENTED.

RECOMMEND display in new catalog based on date of cataloging and/or addition of subsequent volumes. First priority for recataloging would go to currently-received serials. Others would be recataloged as Bibliography decision is received.

2.B.2. INFORMATION TO BE DISPLAYED FOR THESE ITEMS.

Current local practice is to assign subject headings to serials and not to periodicals or the cover card to an analyzed serial. Various problems

indicate that perhaps we should re-evaluate this decision.

Serials can be represented briefly in truncated form with complete cataloging information in only one place. However, for the public's benefit, certain notes (Continues, merged with, etc.) must be available on at least the main entry in the public catalog and on any separate serial display. Holdings and location information is currently displayed at one access point (CSC); therefore, directions are needed to send patrons from other access points. This practice need not continue with a new catalog if the holdings field has been implemented. If OCLC has not implemented the holdings field and we have to do a local program, these holdings would only show in the COMCAT — the OCLC cards would have no holdings (even if we did devise a way, we would have the problem of updating the cards).

We RECOMMEND holdings in the public catalog (whether or not there is a separate serial display). A user may not know an item is a serial, therefore, we do not recommend a separate serial display where no serials are listed in a public catalog. We further recommend that any special serial display (print-out or COMCAT) contain only the main entry and brief holdings.

2.B.3. AUTHORITY WORK.

Internal cross-references would continue as prescribed by the rules.

2.B.4. TITLE CHANGES.

The trend is to successive entry (each change of title cataloged as a separate entry) which means that any time a latest entry record is converted we need to recatalog to successive entry.

2.C. LINKS BETWEEN CATALOGS.

Appendix B illustrates the history card problem. Due to complicated nature of combining such references with links and due to the fact that each catalog would have its own internal cross-references, we do NOT RECOMMEND linkage between catalogs for change in form of corporate body. Also, remember

that any linkage structure would have to have some sort of designation so that when these links were no longer needed they could easily be eliminated. However, we do RECOMMEND a linkage structure as shown in Appendices C and D with regard to analyzed serials if the alternatives in C and D are chosen. The old catalog cards would never be added to; the old analytics would remain in the old catalog; new analytics (by date of cataloging) would be in new catalog (this would be just as it would be with monographs).

2.D. MAINTENANCE OF CATALOGS.

A temporary add-on serial card catalog would be up-to-date as per any corrections and per the addition of volumes. At whatever time this catalog is abolished, we would expect to have the details of the holdings information resolved.

3. SUMMARY.

Points to consider:

A. The committee feels that there should not be a separate serial catalog (providing there is some mechanism other than manual for updating holdings) because:

(1) Frequently the patron does not know whether an item is a serial or a monograph (if patron goes to serial catalog for presumed serial and does not find it, he may not bother to check the public catalog).

(2) There are many items which are borderline serials (or monographs) or items for which we have altered LC's decision as to whether they are serials or not.

(3) It is an unnecessary extra step to be referred to a serial catalog.

B. The current Official Serial Catalog has many drawbacks:

(1) It only contains main entries and title and author/title added entries.

(2) Many necessary cross-references pulled from the OSC (but still remaining in the public catalog) have not been refiled.

(3) It is an unnecessary extra step to be referred to a serial catalog for holdings.

C. We need to be able to identify our serials for union list purposes (which is one reason why we currently have a separate OSC). All new cataloging (some exceptions: microfilm, vernacular Area Collections material, etc.) is put into terminal, and therefore we are able to identify those serials as they are coded "S". The old OSC cards must remain as a separate catalog (and hence a union list) until such time as the records could be converted.

D. We hope to work toward eventual on-line holdings and check-in capabilities. A COMCAT would allow us in the interim to develop a program, integrate serial holdings into a new public catalog, and provide for updating (brief holdings on the cover card in a card catalog would mean manual updating; holdings cards in a large public card catalog would spread the work throughout the catalog too much).

E. Since serials are ongoing publications it would be advisable to recatalog the "live" ones to the new rules (as time goes on the old heading would be less known). Choice of main entry would be greatly affected making corporate body added entries (not available in current OSC) even more important. Recataloging also allows us to put the item into the terminal.

F. Starting a second catalog would be beneficial to serials as it would allow for the development of the holdings field (especially at the public catalog point) and it would allow for the gradual conversion and elimination of the current Official Serial Catalog.

Therefore, we recommend closing the old catalog (public and serial record) and going to a COMCAT with an add-on official serial catalog until such time as the holdings field is perfected and other bugs are resolved.

Suggested implementation: new items would be cataloged to the new rules and placed in the new catalogs. For items already cataloged: as a volume is added, the cataloging would be reviewed, updated to new rules and input into the

terminal. A gradual systematic retrospective conversion of the old OSC would begin with guidelines (established by Bibliography Section) of items that definitely need to be recataloged. The remaining items would be evaluated by Bibliography.

ADDENDUM: Though a discussion of the series decision file is technically not within the scope of this report, it should be pointed out that the similar problems of change of choice and form of entry will occur in that file also, resulting in corresponding changes in the public catalog (special problem of series added entries).

APPENDIX A

RESULTS OF RANDOM SAMPLE OF PERIODICALS KARDEX

(1) Total number of records evaluated: 181

(2) Total number of records needing no change: 110

(3) Total number of records needing some sort of change: 71

(4) Number of records needing change in choice of main entry: 19

(5) Number of records needing a change in form of entry: 34 records reflecting 42 changes

(6) Number of records needing recataloging from latest to successive entry: 29

(7) Number of records containing dashed-on entries that need to be recataloged separately: 7

(8) Number of records containing a microform interlock: 1

NOTE: Any one record may have been counted in any or all of numbers (4)-(8) above as any one record may exhibit examples of the different categories.

Of the 181 total records:

39% needed some kind of revision

10% needed a change in choice of main entry

19% needed a change in the form of any of the corporate bodies listed

16% needed change to successive entry

4% needed dashed-ons cataloged separately

Of the 71 records needing some sort of revision:

28% involved a choice of main entry

48% involved form of heading

41% involved successive entry

10% involved dashed-ons

APPENDIX B

SAMPLE OF A TYPICAL HISTORY CARD

California. University. ***Center for South Asia Studies.***

In 1990 the Center for South Asia Studies (founded in 1957) and the Center for Southeast Asia Studies (founded in 1958) were merged to form the Center for South and Southeast Asia Studies.
Works by these bodies are found under the following headings according to the name used at the time of publication:

California. University. *Center for South and Southeast Asia Studies.*
California. University. *Center for South Asia Studies.*
~~California. University. Center for Southeast Asia Studies.~~

Subject entry: Works about these bodies are entered under the name resulting from the merger unless subject coverage is limited to the pre-merger period in which case entry is made under the name of the appropriate individual body or bodies.

Library of Congress (C) 90 [18]

79-811491

SAMPLE OF AN ACCOMPANYING CROSS-REFERENCE

California. University. Institute of International Studies. Center for South Asia Studies.

see

California. University. Center for South Asia Studies.

(C)

The new rules dictate that "California. University" would become "University of California. Problem: trying to combine a history card and the needed internal cross-references with a link to another catalog would result in confusion and frustration.

APPENDIX C
EXAMPLE OF COVER CARD FOR ANALYZED SERIAL

(1) No change in choice of main entry (and no corporate body form changes)
(2) Bibliographic description and tracing I would be different

NOTE: presently this serial has about 400 analyzed volumes (or 400 sets of analytic cards in current public catalog).

BX1750
.A1E5 English recusant literature, 1558-1640; selected and edited by D. M. Rogers. [Menston, Eng., Scolar Press, 19]
v. 15-23cm.

OLD ENTRY

1. Theology, Catholic—Collections.
I. Rogers, David Morrison, ed.

BX1750
.A1E5 English recusant literature, 1558-1640. —
Vol. 1— . — Menston, England :
Scolar Press, 1968—
v. ; 15-23cm.
Selected and edited by D. M. Rogers.

NEW ENTRY

I. Rogers, D. M., ed.

A: If we continue with one card catalog there would be no real problem — cover card could easily be recataloged.

B: If a second catalog is begun, the new entry would appear in the new catalog and only volumes added after Jan. 2, 1981 would be listed in the holdings. (Disadvantages with regard to retrospective buying.) Holdings would be split as long as analytics remained in two places.

APPENDIX D

EXAMPLE OF COVER CARD FOR ANALYZED SERIAL

(1) Change in choice of main entry
(2) Change in form of corporate body

Appendix D1: If continue with one card catalog – public catalog
D2: If continue with one card catalog – serial catalog

D3: If go to new second catalog – old public catalog
D4: If go to new second catalog – old serial catalog

D5: If go to new second catalog – new public catalog
D6: If go to new second catalog – new serial catalog

NOTES:

D1: On examples 1 and 3 it was decided to say simply "For holdings see Official Serial Catalog" and let the serial catalog contain the links. This is deceptive as far as not giving the alternative public catalog entry, but to combine a "For holdings ..." and "See also ..." directive in public catalog would be confusing and difficult to implement.

D2: On example 1 the "see also" reference directs the user to the title main entry of the new entry, which is the same as the title of the entry he already has. Unless the patron knows the difference between a main entry and an added entry, he may say "This is directing me to what I already have."
Also – the "see also" reference in example 1 leads the user to both a title main entry and title added entry – another point of confusion.

D3: On example 1, link to new entry would appear in OSC.

D5 & 6: We assume here a COMCAT and that the holdings information display has been somewhat resolved. Holdings would appear at the public catalog main entry point and in the OSC. Brief listing of analytic entries (cf. our current "contents cards") would be in temporary add-on serial catalog, whose holdings would later be moved to the Serial Section.

APPENDIX D1

ONE CATALOG -- PUBLIC CATALOG EXAMPLES

#4

DE1
.C3

University of California publications in classical archaeology

California. University.
University of California publications in classical archaeology. v. 1-
Berkeley and Los Angeles, University of California Press, 1929-
v. illus. 26-28cm.

"For holdings see Official Serial Catalog"

#3

DE1
.C3

University of California publications in classical archaeology. - Vol. 1- . -
Berkeley ; Los Angeles : University of California Press, 1929-
v. : ill. ; 26-28cm.

I. University of California.

"For holdings see Official Serial Catalog"

#2

University of California

DE1
.C3

University of California publications in classical archaeology. - Vol. 1- . -
Berkeley ; Los Angeles : University of California Press, 1929-
v. : ill. ; 26-28cm.

"For holdings see Official Serial Catalog"

#1

California. University.
University of California publications in classical archaeology. v. 1-
Berkeley and Los Angeles, University of California Press, 1929-
v. illus. 26-28cm.

I. California. University. / Publications in classical archaeology. II. Title.

"For holdings see Official Serial Catalog"

APPENDIX D2

ONE CATALOG – SERIAL CATALOG EXAMPLES

#4

University of California publications in classical archaeology

DE1
.C3

California. University.
University of California publications in classical archaeology. v. 1–
Berkeley and Los Angeles, University of California Press, 1929–
v. illus. 26-28cm.

(

"For holdings see main entry"

#3

DE1
.C3

University of California publications in classical archaeology. – Vol. 1– . –
Berkeley ; Los Angeles : University of California Press, 1929–
v. : ill. ; 26-28cm.

I. University of California.

(

"For holdings see cards following"

and

Guide card directly behind cover card: "For other holdings see also: California. University./ University of California publications in classical archaeology"

#2

University of California

DE1
.C3

University of California publications in classical archaeology. – Vol. 1– . –
Berkeley ; Los Angeles : University of California Press, 1929–
v. : ill. ; 26-28cm.

(

Would not appear in OSC since is corporate body added entry.

#1

1
3

California. University.
University of California publications in classical archaeology. v. 1–
Berkeley and Los Angeles, University of California Press, 1929–
v. illus. 26-28cm.

I. California. University. / Publications in classical archaeology. II. Title.

(

"For holdings see cards following"

and

Guide card directly behind cover card:"For other holdings see also: University of California publications in classical archaeology"

APPENDIX D3

TWO CATALOGS — OLD PUBLIC CATALOG EXAMPLES

University of California publications in classical archaeology

DE1
.C3

California. University.
University of California publications in classical archaeology. v. 1–
Berkeley and Los Angeles, University of California Press, 1929–
v. illus. 26–28cm.

"For holdings see Official Serial Catalog"

DE1
.C3

California. University.
University of California publications in classical archaeology. v. 1–
Berkeley and Los Angeles, University of California Press, 1929–
v. illus. 26–28cm.

I. California. University. / Publications in classical archaeology. II. Title.

"For holdings see Official Serial Catalog"

APPENDIX D4

TWO CATALOGS – OLD SERIAL CATALOG EXAMPLES

University of California publications in classical archaeology

DE1
.C3

California. University.
University of California publications in classical archaeology. v. 1–
Berkeley and Los Angeles, University of California Press, 1929–
v. illus. 26–28cm.

"For holdings see main ent

DE1
.C3

California. University.
University of California publications in classical archaeology. v. 1–
Berkeley and Los Angeles, University of California Press, 1929–
v. illus. 26–28cm.

I. California. University. / Publications in classical archaeology. II. Title.

"For holdings see cards following"

and

Guide card directly behind cover card: "For other holdings see also in new catalog: University of California publications in classical archaeology"

APPENDIX D5

TWO CATALOGS — NEW PUBLIC CATALOG EXAMPLES

DE1
.C3

University of California publications in classical archaeology. — Vol. 1— . —
Berkeley ; Los Angeles : University of California Press, 1929—
v. : ill. ; 26—28cm.
Holdings (analyzed):
GL: v. 10—

I. University of California.

"For other holdings see als
in old Official Serial Catalog: California. University./ University of California publications in classical archaeology"

University of California

DE1
.C3

University of California publications in classical archaeology. — Vol. 1— . —
Berkeley ; Los Angeles : University of California Press, 1929—
v. : ill. ; 26—28cm.

"For holdings see main entry

APPENDIX D6

TWO CATALOGS – NEW SERIAL CATALOG EXAMPLES

DE1
.C3

University of California publications in classical archaeology. – Vol. 1– . –
Berkeley ; Los Angeles : University of California Press, 1929–
v. : ill. ; 26–28cm.
Holdings (analyzed):
GL: v. 10–

I. University of California.

"For other holdings see als in old Official Serial Catalog: California. University./ University of California publications in classical archaeology"

University of California

DE1
.C3

University of California publications in classical archaeology. – Vol. 1– . –
Berkeley ; Los Angeles : University of California Press, 1929–
v. : ill. ; 26–28cm.

Added entry would not appear in new OSC catalog.

APPENDIX E1

ALTERNATE METHOD TO C AND D FOR ANALYZED SERIALS: ONE CATALOG

DE1
.C3 University of California publications in classical archaeology. — Vol. 1— . — Berkeley ; Los Angeles : University of California Press, 1929—
v. : ill. ; 26-28cm.

I. University of California.

COVER CARD:

IN PUBLIC CATALOG:
Recat to new entry and form.
"For holdings see OSC"

IN OSC:
Recat to new entry and form.
"For holdings see cards follow

DE1
.C3 University of California publications in classical archaeology. analyzed

v.3 no.1
v.1 no.12
v.3 no.3
v.4 no.4
v.2 no.3
v.1 no.6
v.1 no.7 v.2 no.5

Holdings card in OSC

CONTENTS CD

DE1
.C3 University of California publications in classical archaeology.

v.1 no.12 Broneer, Oscar Theodore, 1894— . The tent of Xerxes and the Greek theater ... 1944.

v.2 no.3 Gordeon, Arthur Ernest, 1902— . Supralineate abbreviations in Latin inscriptions ... 1977.

Contents card in OSC
(analytic cards appear in public catalog)

APPENDIX E2

ALTERNATE METHOD – TWO CATALOGS:

OLD PUBLIC CATALOG:

DE1
.C3
v.1
no.12
1944

Broneer, Oscar Theodore, 1894–

The tent of Xerxes and the Greek theater, by Oscar Broneer ... Berkeley and Los Angeles, University of California press, 1944.

1 p. l., 305-311 p. 26cm. (University of California publications in classical archaeology, v. 1, no. 12)

Bibliographical foot-notes.

1. Tents. 2. Theaters—Greece. I. Title. II. Ser. A 44-941

California. Univ. Libr.
for Library of Congress
——— Copy 2.

DE1.C3 vol. 1, no. 12
PA8208.B7

Analytics only.
Old cover card recataloged and put in new catalog.

OLD SERIAL CATALOG:

Old cover card recataloged and put in new catalog.
Holdings and contents cards put in new catalog.

APPENDIX E3

ALTERNATE METHOD — TWO CATALOGS: NEW PUBLIC CATALOG

DE1
.C3

University of California publications in classical archaeology. — Vol. 1— . —
Berkeley ; Los Angeles : University of California Press, 1929—
v. : ill. ; 26-28cm.

I. University of California.

(

Cover card recataloged and put in new catalog.

?

Analytics for items cataloged 1981+

APPENDIX E4

ALTERNATE METHOD — TWO CATALOGS: NEW SERIAL CATALOG

DE1
.C3

University of California publications in classical archaeology. — Vol. 1— . — Berkeley ; Los Angeles : University of California Press, 1929—
v. : ill. ; 26-28cm.

I. University of California.

Recataloged cover card

DE1
.

University of California publications in classical archaeology. analyzed

v.3 no.1
v.1 no.12
v.3 no.3
v.4 no.4
v.2 no.3
v.1 no.6
v.1 no.7 v.2 no.5

Holdings cards with all holdings listed.

DE1
.C3

University of California publications in classical archaeology. CONTENTS CD

v.1 no.12 Broneer, Oscar Theodore, 1894— . The tent of Xerxes and the Greek theater ... 1944.

v.2 no.3 Gordeon, Arthur Ernest, 1902— . Supralineate abbreviations in Latin inscriptions ... 1977.

121

Contents cards with all contents listed. Make some sort of designation beside each as to which catalog (old or new) the analytic cards can be found in

LINKS

Included here are some examples of possible linking techniques for both personal names and corporate names, to accompany the sub-committee report on links.

The examples show methods of linking in a single catalog with split files and in a divided catalog (Old and New).

The personal-name example (Clemens/Twain) shows the case of a single difference between two forms of the same name or two names; it illustrates the pattern for either personal or corporate names.

The corporate-name example (Bureau of Business and Economic Research of Georgia State University) illustrates a case of multiple name changes as well as changes in form of entry. This type is somewhat more complex. The first page of this example reproduces the present history card explaining the history of the body and listing the headings used in the catalog. Next there is a tabular list of the present headings and the possible AACR 2 headings. Following this is a sample history card designed to be used in a split catalog and to guide users to the various headings used in each. Next is a consideration of combining all these headings in one catalog. Included now is simply a list showing the headings and some (not all) of the cross-references involved interfiled. Suggested links between these split files are being worked out and will be ready for the Task Force meeting on April 19.

Authority Card (Split Cat.)

Clemens, Samuel Langhorne, 1835-1910. (Old Hdng.)

LC (AACR 2: Twain, Mark, 1835-1910)

x (Old Cat.) Twain, Mark, 1835-1910 (a-t, s)
Link (Old Cat. to New Cat.) Clemens to Twain (a-t, s)

Split Catalog

Links both ways

Authority Card (Split Cat.)

Twain, Mark, 1835-1910. (AACR 2)

LC (Old heading: Clemens, Samuel Langhorne, 1835-1910)

x (New Cat.) Clemens, Samuel Langhorne, 1835-1910 (a-t,s
Link (New Cat. to Old Cat.) Twain to Clemens (a-t, s)

Split Cat. (x-ref. Old Cat.)

Twain, Mark, 1835-1910.

See

Clemens, Samuel Langhorne, 1835-1910.

Split Cat. (x-ref. New Cat.)

Clemens, Samuel Langhorne, 1835-1910.

See

Twain, Mark, 1835-1910.

Split Cat. (Link, Old to New)

Clemens, Samuel Langhorne, 1835-1910.

For entries in the New Catalog, see the revised heading:

Twain, Mark, 1835-1910.

Split Cat. (Link, New to Old)

Twain, Mark, 1835-1910.

For entries in the Old Catalog, see the heading:

Clemens, Samuel Langhorne, 1835-1910.

Authority Card
(One Catalog, Split Files)

Clemens, Samuel Langhorne, 1835-1910. (Old hdng.)

LC (AACR 2: Twain, Mark, 1835-1910)

xx Twain, Mark, 1835-1910 (a-t, s)

One Catalog, Split Files

One Catalog, Split Files

Twain, Mark, 1835-1910.

will the patron understand this — See also the old heading:
(or: For works by this author cataloged before Jan. 1, 1981, see the old heading:)

Clemens, Samuel Langhorne, 1835-1910.

Authority Card
(One Catalog, Split Files)

Twain, Mark, 1835-1910. (AACR 2)

LC (Old heading: Clemens, Samuel Langhorne, 1835-1910)

xx Clemens, Samuel Langhorne, 1835-1910 (a-t, s)

One Catalog, Split Files

Clemens, Samuel Langhorne, 1835-1910.

See also the revised heading:
(or: For works by this author cataloged after Jan. 1, 1981, see the revised heading:)

Twain, Mark, 1835-1910.

Present history card for the Bureau of Business and Economic Research of Georgia State University:

> The Council on Economic Research was organized in 1950 within the Schoolof Business Administration, Atlanta Division, University of Georgia. In 1953 its name was changed to Division of Research. In 1955 the Atlanta Division became Georgia State College of Business Administration. In Mar. 1956 the name of the Division of Research was changed to Division of Business Research and in Dec. 1956, to Bureau of Business and Economic Research. In 1962 the name of the college was changed to Georgia State College, Atlanta, and in 1969 it became Georgia State University.
>
> Works issued by the Council on Economic Research and the Division of Research of the Atlanta Division are found under
>
> Georgia. University. Atlanta Division. School of Business Administration. Division of Research.
>
> Works issued by the Division of Research, the Division of Business Research, and the Bureau of Business and Economic Research of Georgia State College of Business Administration and of Georgia State College, Atlanta, are found under
>
> Georgia. State College, Atlanta. Bureau of Business and Economic Research.
>
> Works issued by the bureau after the institution's name change in 1969 are found under
>
> Georgia State University. Bureau of Business and Economic Research.

The Bureau itself has had four names; Georgia State University during the period in question (1950-present) has also had four names. Taking into account the entire hierarchy and overlapping name changes, the Bureau has had seven distinct names, which have been represented by three headings, as a result of superimposition.

Presumably, under AACR 2, seven headings will be established, one for publications by the body under each of its names. (AACR 2, rule 24.1B; cf. the identical rule in AACR 1, rule 68, which was often modified by the policy of superimposition.)

Old and New Headings for the Bureau of Business and Economic Research of Georgia State University:

Present Headings	Projected AACR 2 Headings
1. 1953-55 (plus period of 1st name, 1950-53):	1. 1950-53:
Georgia. University. Atlanta Division. School of Business Administration. Division of Research.	University of Georgia, Atlanta Division. Council on Economic Research.
x Georgia. University. Atlanta Division. School of Business Administration. Council on Economic Research.	2. 1953-55:
	University of Georgia, Atlanta Division. School of Business Administration. Division of Research..
2. 1962-69 (plus period of 3rd, 4th, and 5th names, 1955-1962):	3. 1955-Mar. 1956:
Georgia. State College, Atlanta. Bureau of Business and Economic Research.	Georgia State College of Business Administration (Atlanta). Division of Research.
x Georgia. State College, Atlanta. Division of Research. (Represents 3rd name, 1955-Mar. 1956)	4. Mar.-Dec. 1956:
x Georgia. State College, Atlanta. Division of Business Research. (Represents 4th name, Mar.-Dec. 1956)	Georgia State College of Business Administration (Atlanta). Division of Business Research.
	5. Dec. 1956-1962:
Parent Body, 1955-1962	Georgia State College of Business Administration (Atlanta). Bureau of Business and Economic Research.
Georgia. State College, Atlanta.	
x Georgia. State College of Business Administration, Atlanta. (Covers the actual 3rd, 4th, and 5th names)	6. 1962-69:
	Georgia State College (Atlanta). Bureau of Business and Economic Research.
3. 1969-present:	7. 1969-present:
Georgia State University. Bureau of Business and Economic Research.	Georgia State University. Bureau of Business and Economic Research.

NOTE: The four x-refs. indicated above are for see-references from names not used as headings. Each heading has other x-refs. from variant forms of the same name. These are not shown here or in the following examples.

Split Catalog

Possible wording for a history card which could appear under each heading in both the Old and the New Catalogs. This particular form would, in effect, provide links both ways.

Georgia. University. Atlanta Division. School of Business Administration. Division of Research.

The Council on Economic Research was organized in 1950 within the School of Business Administration, Atlanta Division, University of Georgia. In 1953 its name was changed to Division of Research. In 1955 the Atlanta Division became Georgia State College of Business Administration. In Mar. 1956 the name

((Continued on next card)

Georgia. University. Atlanta Division. School of Business Administration. Division of Research. (Card 2)

of the Division of Research was changed to Division of Business Research and in Dec. 1956, to Bureau of Business and Economic Research. In 1962 the name of the college was changed to Georgia State College, Atlanta, and in 1969 it became Georgia State University.

Works issued by the Council on Economic Re-

((Continued on next card)

Georgia. University. Atlanta Division. School of Business Administration. Division of Research. (Card 3)

search and the Division of Research of the Atlanta Division are found in the Old Catalog under

Georgia. University. Atlanta Division. School of Business Administration. Division of Research.

((Continued on next card)

Georgia. University. Atlanta Division. School of Business Administration. Division of Research. (Card 4)

and in the New Catalog under the revised headings according to the name used at the time of publication:

University of Georgia, Atlanta Division. Council on Economic Research.

University of Georgia, Atlanta Division. School of Business Administration. Division of Research. ((Continued on next card)

Possible history card, cont.

Georgia. University. Atlanta Division. School of Business Administration. Division of Research. (Card 5)

Works issued by the Division of Research, the Division of Business Research, and the Bureau of Business and Economic Research of Georgia State College of Business Administration and of Georgia State College, Atlanta, are found in the Old Catalog under:

(Continued on next card)

Georgia. University. Atlanta Division. School of Business Administration. Division of Research. (Card 6)

Georgia. State College, Atlanta. Bureau of Business and Economic Research.

and in the New Catalog under the revised headings according to the name used at the time of publication:

Georgia State College of Business Administration (Atlanta). Division of Research.

(Continued on next card)

Georgia. University. Atlanta Division. School of Business Administration. Division of Research. (Card 7)

Georgia State College of Business Administration (Atlanta). Division of Business Research.
Georgia State College of Business Administration (Atlanta). Bureau of Business and Economic Research.
Georgia State College (Atlanta). Bureau of Business and Economic Research.

(Continued on next card)

Georgia. University. Atlanta Division. School of Business Administration. Division of Research. (Card 8)

Works issued by the Bureau after the institution's name change in 1969 are found in both the Old and the New Catalogs under:

Georgia State University. Bureau of Business and Economic Research.

The Catalog

Present headings and some cross-references inter-filed with AACR 2 headings

Present heading #2 (3d, 4th, 5th, & 6th names) (Similar to AACR 2 heading #6)

Georgia. State College, Atlanta. Bureau of Business and Economic Research.
(6th name, 1962-69)

x Georgia. State College, Atlanta. Division of Research
(3d name - 1953-Mar. 58)

x Georgia. State College, Atlanta. Division of Business Research. (4th name - Mar.-Dec. 58)

(Georgia. State College, Atlanta. (
x Georgia. State College of Business Administration, Atlanta. qqv Cross-refs for 3rd, 4th, & 5th names.)

AACR 2 heading, #6 (similar to Present heading #2)

Georgia State College (Atlanta). Bureau of Business and Economic Research.
(6th name, 1962-69)

(

---

x-ref. to Present heading #2

Georgia. State College, Atlanta. Division of Business Research.

see

Georgia. State College, Atlanta. Bureau of Business and Economic Research.

(

x-ref to Present heading #2

Georgia. State College, Atlanta. Division of Research.

see

Georgia. State College, Atlanta. Bureau of Business and Economic Research.

(

One Catalog - 2

X ref see parent body (Present heading #2) (Same in Old, Split Cat)

Georgia. State College of Business Administration, Atlanta.

see also

Georgia. State College, Atlanta.

AACR 2 heading #5

Georgia State College of Business Administration (Atlanta). Bureau of Business and Economic Research.
(5th name, Dec '52-1962)

AACR 2 heading #4

Georgia State College of Business Administration (Atlanta). Division of Business Research.
(4th name, Mar.-Dec. 1956)

AACR 2. heading #3

Georgia State College of Business Administration (Atlanta). Division of Research.
(3d name, 1955-Mar. '56)

One Catalog - 3

Present heading #3 — AACR 2 heading #7 (tolerable heading)

Georgia State University Bureau of Business and Economic Research. (3rd name, 1969- present)

(

see-ref for parent body (c-ref in New, split Cat.)

Georgia. University.

See also

University of Georgia.

(

c-ref to Present heading #1

Georgia. University. Atlanta Division. School of Business Administration. Council on Economic Research.

see

Georgia. University. Atlanta Division. School of Business Administration. Division of Research.

(

Present heading #1 (1st or 2d name)

Georgia University. Atlanta Division. School of Business Administration. Division of Research. (2d name, 1953-55)

2 Georgia. University. Atlanta Division. School of Business Administration. Council on Economic Research. (original name, 1950-53)

(

Cap Catalog - 4

x-ref for present body (x-ref in Old, split Cat)

University of Georgia

See also

Georgia. University.

(

AACR 2 heading #1

University of Georgia, Atlanta Division.
Council on Economic Research.
(1st name, 1950-53)

(

AACR 2 heading #2

University of Georgia, Atlanta Division.
School of Business Administration.
Division of Research.
(2nd name, 1953-58)

(

Possible wording for a history card which could appear under each heading. The paragraph giving the historical background of the body's name changes has been deleted here in order to save space.

Works issued by the Council on Economic Research and the Division of Research and cataloged before January 1, 1981, are found under the old heading:

Georgia. University. Atlanta Division. School of Business Administration. Division of Research.

If cataloged after January 1, 1981, they are found under the new heading for the name used at the time of publication:

University of Georgia. Atlanta Division. Council on Economic Research.
University of Georgia. Atlanta Division. School of Business Administration. Division of Research.

Works issued by the Division of Research, the Division of Business Research, and the Bureau of Business and Economic Research of Georgia State College of Business Administration and of Georgia State College, Atlanta, and cataloged before January 1, 1981, are found under the old heading:

Georgia. State College, Atlanta. Bureau of Business and Economic Research.

If cataloged after January 1, 1981, they are found under the new heading for the name used at the time of publication:

Georgia State College of Business Administration (Atlanta). Division of Research.
Georgia State College of Business Administration (Atlanta). Division of Business Research.
Georgia State College of Business Administration (Atlanta). Bureau of Business and Economic Research.
Georgia State College (Atlanta). Bureau of Business and Economic Research.

Works issued by the bureau after the institution's name change in 1969, regardless of time of cataloging, are found under:

Georgia State University. Bureau of Business and Economic Research.

No Links

Here we would depend on the internal reference structure of each catalog to guide users between the various headings.

The history card for the Old Catalog would be the present history card. The history card for the New Catalog would be as follows. (The historical background has been omitted here to save space.)

> Works issued by this body are found under the name used at the time of publication:
>
> University of Georgia. Atlanta Division. Council on Economic Research.
>
> University of Georgia. Atlanta Division. School of Business Administration. Division of Research.
>
> Georgia State College of Business Administration (Atlanta). Division of Research.
>
> Georgia State College of Business Administration (Atlanta). Division of Business Research.
>
> Georgia State College of Business Administration (Atlanta). Bureau of Business and Economic Research.
>
> Georgia State College (Atlanta). Bureau of Business and Economic Research.
>
> Georgia State University. Bureau of Business and Economic Research.

The reference structure would guide users to the proper heading. Look at the list of old and new headings and consider Present Heading no. 1 and AACR 2 Headings nos. 1 and 2. Present Heading no. 1, in the Old Catalog, would have other x-refs., such as x Council on Economic Research. Users searching for a publication by the body of this name in the Old Catalog would be guided to Present Heading no. 1 (i.e. Georgia. University. Atlanta Division. School of Business Administration. Division of Research.). Users who then approached the New Catalog under the same heading, would be directed, by means of a see-reference at the point, Georgia. University., to the heading, University of Georgia. At the point of the corresponding new heading--University of Georgia, Atlanta Division. School of Business Administration. Division of Research.--they would see the history card listing the headings used in the New Catalog, among them the heading for the Council (i.e. University of Georgia, Atlanta Division. Council on Economic Research).

The function performed by the reference structure in the absence of links will be aided by alerting patrons through user education, signs, and printed guides, to the fact that some headings appear in two different forms in the two catalogs and that some entities (persons, corporate bodies, uniform titles, etc.) appear under more than one name.

REPORT ON LINKS AND AUTHORITY WORK

Prepared for the Task Force on Cost Analysis and Technical Considerations and the Task Force on Technical Processing

INTRODUCTION

It is important that the terms to be used be understood, so some definitions follow:

1. Cross-reference - An internal directive (within one file) prescribed by the cataloging rules. The types are:

   a. "See references - The function of a "see reference" is to direct the user of a catalog from a form of the name of a person or a corporate body or the title of a work that might reasonably be sought to the form that has been chosen as a name heading or a uniform title.

   b. "See also" references - The function of a see also reference is to direct the user from one name heading or uniform title to another that is related to it.

   c. Explanatory references - When a simple see or see also reference does not give adequate guidance to the user of the catalog, an explanatory reference giving more detailed guidance is made. (AACRII p. 491)

2. Link - An external directive (between two files) not prescribed by cataloging rules. (Note: a link may occur within one physical file if that file represents more than one set of rules.)

Essentially a link gives directions from one form of a used heading to another, differently constructed, form of that same heading. A cross-reference (at least a "see" reference) gives directions from an unused form of the heading to the properly constructed form of the heading.

Two other introductory points should be made. First, the problem of linkage arises primarily with those headings which will be formulated differently under AACRII. This has been estimated at 15%. However, it is only when we actually have an entry under the new form of a heading that a link may be needed. Since a significant number of headings (particularly personal name headings) appear only once in a catalog, it may be that the number of headings requiring links would be less than 15%.*

*On the other hand, if the decision is made to go to an add-on COMCAT and to include in this catalog all of the records on the library's OCLC archival tape (after altering the forms of headings to AACRII forms) then the 15% figure is accurate. Also, links might be particularly important in this instance since the same title could have access points entered in differnet forms in two catalogs.

page two

Secondly, linkage is far more important (perhaps crucial) in one continued catalog than between two catalogs for two basic reasons. The first reason is somewhat philosophical; it goes against all principles of catalog structure to have material by the same author (personal or corporate) split between two locations in one catalog without some mechanism linking the two. This syndetic function of the catalog is the reason that "established" forms of headings are set up. The second reason is more practical. A catalog user, having once located a given heading under one form, is not at all likely to seek additional material under another form without some specific directive to do so.

page three

I. PRESENT STEPS IN AUTHORITY WORK

Goals: 1) to find current LC form if possible; if LC form is unavailable, to construct a heading according to current rules.

Steps - Original and Serials sections

First source of information:

Book in hand and any catalog copy with book (NUC, OCLC printout) & p.c. form (author/title and subject)
Authority file and public catalog

Procedures

If LC heading is found:
Verify in public catalog (if p.c. form differs form LC, may generate correction or recataloging of p.c. entries)

If LC heading is not found:
Check public catalog and/or NUC for LC form

If LC form is in public catalog:
Use that form

If LC form is not in public catalog:
Check NUC or Mansell

If no LC form found in NUC or Mansell:
Use form found in public catalog (if it seems correct)

If no entry in public catalog:
Establish heading according to AACRI (using reference sources, etc.)

Once the heading is found or established, determine whether cross-references are needed. If so, make authority card and trace x-refs.

If a revised LC heading is found and the public catalog has an old LC form, correct or recatalog records with the old form and make an authority card showing the old LC form. Make a x-ref from the old form for the authority file (and order one for the public catalog). Withdraw the old authority card if there is one, and pull, or have pulled, any old x-refs.

Steps - Title II/SOLINET section

Accept form of heading appearing on LC [illegible] or acceptable-library copy. Check authority file for headings which require x-refs. Conflicts caught at filing point.

II. CONTINUE PRESENT CARD CATALOG (assumes links)

Goals: 1) to find new LC form if possible; if new LC form is not available, to construct a heading according to AACRII
2) to identify those cases in which a new heading already exists in the catalog in a pre-AACRII form in order to create links for the split files.

Steps:

1) For establishing new headings:
Same as present steps, except that availability of some LC authority records on microfiche will provide another source of current LC headings.

2) For finding pre-AACRII heading
Determine form of old LC heading

Check LC authority file: (this assumes it is available)

If old LC form is found:
Check in public catalog under various possible old-style forms.

3) If a non-AACRII form is found in the public catalog, create links between new and old forms

4) Check our authority file under old headings to find possible reference structure.

5) If authority card and x-refs exist, pull these and alter authority card to show that this is the old form. Indicate new form on the authority card.

6) Alter x-refs to "see also" references or links

7) Make authority card for new headings, note the old form, and record x-refs for new forms and links.

Possible ways of implementation (note - not all separate schemes; some could be combined)

A. Check every heading to see if a link is needed.
This could be done either:
1) at the point of cataloging
2) after the cards arrive
3) combination:
a) at the point of cataloging for all cataloging done with pre-AACRII copy (indicating on the work sheet that the searching had been done)

b) after the cards arrive for all cataloging done with AACRII copy.

Searching could be incorporated into work routines of Title II, Original and Serials sections OR be done only by Original and Serials sections OR be done by a newly-established "Catalog Editing" section or position (see also B2a).

ADVANTAGES: All necessary links will be made.
DISADVANTAGES: Involves massive amount of searching which would need to be done by a professional, or a highly trained non-professional under the supervision of a professional. Old forms of headings may be difficult to find, especially for headings constructed differently from LC form in our catalog. Checking done at the point of cataloging would disrupt work flow and slow down the cataloging process.

B. Set up a modified searching procedure (i.e. make all links that are found to be needed, but do not search every heading).

1) Incorporating modified searching porcedures into establish-cataloging operations.

a) Title II section

While at terminal, search all headings against LC authority file (OR all "suspicious headings - if "suspicious" headings can be identified). Compile a list or make a printout (this assumes at least a 2d or 3d additional printer at the terminals) of those headings which are found to have a different AACRII form. Check lists/printouts against public catalog and make links where catalog has entries under old forms. For "suspicious" headings (i.e. headings likely to have been formulated differently under pre-AACRII rules) not found in the LC authority file, compile list or make printout and check these headings in the public catalog making links where needed. To assist in identifying "suspicious" headings, guidelines of kinds of headings likely to change can be drawn up.

b) Original & Serials sections

Search all headings in the LC authority file and and the public catalog for pre-AACR II forms; Make links where needed.

c) Filing/Revising

Where conflicts with cross-references or forms of headings are found, return to cataloger to have necessary links made.

ADVANTAGES: This decreases the amount of searching necessary in identifying headings requiring links.
DISADVANTAGES: The idea of selecting "suspicious" headings may not be workable. Many headings may have been established differently under old rules without looking in any way "suspicious." True especially for pseudonyms. (Multiple pseudonyms are an even greater problem.) Any modified searching procedure would mean that many necessary links would not be made. Inability, even on the part of professionals, to guess at "suspicious" headings would increase the number of links being overlooked. Especially during the first year of cataloging under new rules, it may be preferable to search all headings. (Note - to offset the problem of "missing links" a routine could be established for staff outside of the Cataloging Department to notify the Department when a link is necessary; links would be made at that point). Also, this procedure still requires an extensive amount of searching. The work routines of Title II catalogers especially would be disrupted. Title II catalogers do not now have enough time away from the terminals to handle searching in public catalog. Requires considerable authority work expertise of non-professionals as well as familiarity with old rules.

2) Establish a "Catalog Editor" section (or position)
   a) All cataloging sent to this section. Catalog Editor determines "suspicious" headings and searches these headings on LC authority file and in public catalog, making necessary links (see also second paragraph of A where all headings are searched by Catalog Editor).
   b) Catalogers in Title II (perhaps also in Original and Serials) send to Catalog Editor lists or printouts of "suspicious" headings. Headings are searched and links are made as needed. All conflicts found at filing/revising stage are handled by Catalog Editor.
   c) All first-time entries into the public catalog are bounced back to Catalog Editor by filer or reviser. Headings are searched and links made as needed. Again, conflicts would also be handled by Catalog Editor. (This option could be used without the creation of a Catalog Editor; e.g., certain members of the Department could in essence act as "Catalog Editors" on a rotating basis without setting up a position.)

ADVANTAGES: Does not require authority work expertise of non-professional catalogers. May result in less reduction of amount of cataloging done by Department as it is less disruptive of work routines. With a small number of people (or one person) doing all linkage work, it may be done more efficiently. Expertise in discerning headings requiring links and formulating

links would be gained. Some recognition of links already made. DISADVANTAGES: Creation of new position(s). Failing that, positions would have to be pulled from current staffing which would reduce the amount of cataloging done by the Department. Would probably require at least one professional; need individual familiar with all sets of cataloging rules. If procedure #c is chosen, during initial period at least ¼ (for closed - 60% for add-on card cataloging) would bounce back. The cards would need to be marked after being checked, so that they would not bounce back a second time. The cards would then need to be arranged and filed a second time.

C. Combine linkage - authority work with recataloging
1) Establish a cutoff number "x". When a given pre-AACRII form of heading needing a link has fewer than "x" entries, choose to recatalog those entries instead of making a link. Replace old form with a cross-reference.
2) In all possible cases (i.e., where size of file permits) recatalog entries under old forms of headings which would result in combining a history card with a link. Replace old form with a cross-reference.
3) In either of these cases, in lieu of recataloging, line through old headings, write in (or type) new headings and file in new location. Replace old form with a cross-reference.

ADVANTAGES: Recataloging constitutes a gradual retrospective conversion. Fewer links will need to be pulled out at a later date. Avoids (or reduces) production of complex combinations of history cards and links.
DISADVANTAGES: Could result in massive amounts of recataloging. The recataloging may involve more than just changing headings; subjects should be checked for revision and, depending on OCLC system requirements, choice of entry and description may need to be redone. Could result in massive re-labelling of books for changes in cuttering. Still requires considerable amount of time spent identifying headings which need links or recataloging. For item #3 (lining through of headings), may be very little time saved by not recataloging. If heading is the main entry, entire cardset must also be corrected. If heading is an added entry, main entry and shelf list must be corrected.

D. Combine linkage work with interfiling of old and new forms of headings. Either interfile all old and new headings or make links for all corporate body headings and interfile all personal names.
1) Establish a cut-off number "x". When a given pre-AACRII form of heading needing a link has fewer than "x" entries, choose to interfile those old form headings with the AACRII form headings (at the filing position of the AACRII form). Place a guide card before and after this

file, stating that both forms are filed here. Replace old form with a cross-reference. Indicate on the authority card that this has been done.

ADVANTAGES: Eliminates split files for some headings. Reduces number of links which need to be made.
DISADVANTAGES: Could result in some shifting of catalog drawers (though this may be avoided if the cutoff number "x" is low). Split files will result at access points of title added entries and subjects. Filing and revising would be difficult in these files, particularly in the case of some corporate bodies and their subdivisions, which, in the ALA filing rules, can be filed among similar names of other corporate bodies. Old cross-references would need to be re-done (to new form). (Optionally, if a double-step reference structure is acceptable, references would not need to be re-done.) Cards may need to be filed back into original filing position at a later date. If one of these cards interfiled among new headings should have to be pulled for some reason (minor corrections, etc.), when it is refiled, the filer may go first to the old form and from there have to make an extra step to file it again among the new headings.

2) The opposite procedure has been suggested, that is, that new headings be interfiled with old headings at the point of the old forms. Similar guide cards would be used with the old form, and a cross-reference would be filed in place of the new form.

ADVANTAGES: Eliminates all split files. Reduces numbers of links which would need to be made. Avoids major shifts in the catalog.
DISADVANTAGES: Obviates many of the advantages of adopting the new rules (e.g., increased use of "the sought-for heading," etc.). Results in a catalog which uses the new rules, but which in a sense, does not really use them. Increases difficulty and length of time in filing by creating uncertainties as to whether a heading which is being added and which conflicts with a cross-reference is a mistake or a new AACRII form which must be filed in another place in the catalog.

It appears that either form of interfiling entries without actually changing the cards would create difficult questions as to the correctness of filing and would lead in many cases to missed searches.

E. Change authority file
1) Change configuration of authority file to include all used headings (not only those headings requiring a link and/ or a cross-reference).

ADVANTAGES: Searching could start in a smaller file, located within the Department. Once a heading had been identified

as one not requiring a link, its presence in the authority file would eliminate making a "no-link-needed" decision a second time. Such a file could be the basis of an eventual local on-line authority file.
DISADVANTAGES: Time-consuming to have authority cards typed for all headings used; this time may outweigh time saved in not needing to search the public catalog as often. Although smaller than the public catalog, the file could still be sizeable and create space problems within the department. File could only contain all new headings; old headings would still need to be searched in public catalog.

ADDENDUM

In addition to the problems cited under the various possible implementation schemes, there are problems applicable regardless of implementation. The production of links could be time-consuming, i.e. - both the intellectual effort in formulating them (especially true for combined history cards & links) and the clerical effort in producing them. May lack necessary reference sources to construct certain links. Also time consuming to pull old cross-references and add new headings to them (particularly difficult since cross-references have only been recorded in an authority file for the past ten years). May be difficult for filers and revisers to differentiate between new AACRII forms of headings and cataloging errors. If an on-line catalog including all machine cataloging (or even all cataloging after Day 1) is begun, links may need to be pulled (and cross-references and history cards changed back to original forms) if cards for records included in on-line catalog are pulled out of old catalog. Alternately, as the overlap between the card catalog increases, it becomes less feasible to pull out these cards. Any linkage work which is done after card production (and production of normal cross-references) could result in the need to redo cross-references to include both old and new forms.

III. CLOSED AND ADD-ON CATALOGS - LINKS

Goals: 1) to find new LC form if possible; if new LC form is not available, to construct a heading according to AACRII.

2) to identify those cases in which a new heading already exists in old catalog in a pre-AACRII form in order to create links between the two catalogs.

Steps:

1) For establishing new headings:
Same as present steps (plus the use of the LC authority file)
2) For finding pre-AACRII headings:
Determine form of old LC heading

Check LC authority file

If old form is found:
Check in our old catalog.

If old LC form is not found:
Check in our old catalog under various possible old style forms.
3) If any non-AACRII form is found in the old catalog, create links between old form in old catalog and new form in add-on catalog.
4) Make authority card for new heading, note the old form and record cross-references in new catalog and links in old and new catalogs.

Possible ways of implementation (again, some schemes may be combined)

A. Check every heading to see if a link is needed
(see corresponding section II.A)

B. Set up a modified searching procedure.
1) Incorporate modified searching procedure into established cataloging operations (See corresponding section II.B.1)

c) Filing/Revising
Not applicable with two catalogs

DISADVANTAGES: In addition to those cited in section II.B, even fewer of the necessary links would be made since none could be made as a result of filing conflicts.

2) Establish a "Catalog Editor" section (or position)
(See corresponding section II.B.2)

DISADVANTAGES: Links could not be made as a result of filing conlicts. If first-time entries into an add-on catalog bounce back, initially 60% of all author-title filing would bounce back. This should gradually decrease. This plan would not be applicable to an add-on COMCAT.

C. Combine linkage - authority work with recataloging
(See corresponding section II.C.)
3) Line through old headings - probably not acceptable for new catalog (or even possible if new catalog is COM); preferable to have all of new catalog in machine readable form.

D. Combine linkage work with interfiling of old and new forms of headings.
(not applicable with two catalogs)

E. Change authority file
(See corresponding section II.E)

DISADVANTAGE: If an add-on catalog were COM, a copy of the add-on catalog could be in the department, so an expanded authority file located within the department is not as advantageous.

F. Limit kinds to be made
1) Eliminate certain categories of links which would not create serious user porblems by their absence (e.g. - from initials to fuller form of name & vice versa).

ADVANTAGES: Reduces number of links which will need to be made.
DISADVANTAGES: May cause problems for staff outside Cataloging Department in their use of catalog. Cataloger or Catalog Editor needs to decide case by case (according to established guidelines) whether or not to make a link.

G. One-way links
1) Make links from new catalog to old catalog for all headings which have a pre-AACRII form in the old catalog and put a cross-reference in the new catalog from that pre-AACRII form.
2) Make links from new catalog to old catalog only form those headings which have a pre-AACRII form in the old catalog and for which there is no cross-reference from the new form.

ADVANTAGES: Old catalog is really closed. No need to pull links out of old catalog at a future date or to extract links out from combined history cards/links.
DISADVANTAGES: Still requires searching for old form of

heading and construction of the one-way link. If and when all entries under old form of heading in old catalog are recataloged or withdrawn, the corresponding link in the add-on catalog must also be pulled.

ADDENDUM

In addition to the problems mentioned under each possible implementation, there are problems applicable regardless of implementation. Production of links may be time-consuming and the necessary reference tools for constructing certain links may be unavailable. If links are added to old catalog, the old catalog is not really closed. Cross-references in the old catalog would not need to be redone. On the other hand, the cross-reference structure for unchanged headings will need to be duplicated in add-on catalog. Links may need to be pulled out of old catalog if a future on-line catalog has automated interactive authority control. Can the expense of constructing links be justified for an interim catalog? Alternately, with an interim add-on catalog it may be possible to decide to leave links in old catalog and simply discard add-on catalog if replaced by an on-line catalog (less overlap between old card catalog and on-line catalog).

IV. CLOSED AND ADD-ON CATALOGS - NO LINKS

Goals: 1) to find new LC form if possible; if new LC form is unavailable, to construct a heading according to AACRII.

Steps: 1) For establishing new heading:
Same as present steps (plus the use of the LC authority file)

Possible ways of implementation

A. Complete cross-reference structure only in add-on catalog
1) Strictly normal cross-reference structure as prescribed by AACRII

ADVANTAGES: Work routines in cataloging are not disrupted to include linkage authority work. No searching for old form of heading. Most old heading forms would appear in new catalog as a x-ref under normal reference structure.
DISADVANTAGES: It would occasionally be the case that the old form of heading does not appear in the new catalog as a x-ref.

2) Expanded normal reference structure in add-on catalog. Without actually searching in old catalog, bear in mind the way headings were constructed under pre-AACRII forms and make x-refs from these forms whenever possible. Also as the absence of necessary cross-references is detected by staff outside department, make the cross-reference from old heading.

ADVANTAGES: Still no searching required in old catalog and the number of necessary cross-references made may increase.
DISADVANTAGES: Requires of catalogers a familiarity with old sets of rules (less feasible as time goes on). Some necessary x-refs would still not be made.

3) Cross-references always put in for old forms of headings (or put in for old "suspicious" headings). Old catalog would be searched to determine old form and x-ref made in new catalog.

ADVANTAGES: All necessary cross-references will be made.
DISADVANTAGES: Requires extensive searching in public catalog.

B. Complete cross-reference structure in old and new catalogs.
1) In addition to including old form of heading as a x-ref in new catalog, go back to old catalog and add x-ref from new form of heading (where not already present in old catalog).

ADVANTAGES: A linkage is assured between both catalogs without actual construction of links.
DISADVANTAGES: Requires extensive searching in old catalog. Cannot rely only on authority file to see if x-ref from new form already exists in old catalog as authority file only dates back 10 years. Old catalog is not really closed.

ADDENDUM

In addition to the advantages listed under each possible implementation, there are advantages regardless of form of implementation. Time-consuming production of links is avoided. No links to be pulled out at a future date. Overlap between old catalog and future on-line catalog is reduced.

BRANCH LIBRARIES

No mention has been made up to this point on links for branch libraries. If links are to be made (whether for a closed or continued catalog) they could be generated from one of two sources:

A. Links done by the department itself

Possible implementation:

1) As cards arrive from Alderman, department is responsible for generating own links.

ADVANTAGES: The Cataloging Department would save considerable time in not having to do extensive searching to determine which links should go to which libraries.
DISADVANTAGES: Unless a card being filed in a department library conflicts with an already existing cross-reference, the department may not be able to discern if a link is needed as they do not have ready-access to either LC's or Alderman's authority file. Departments would have to be willing to come to Alderman to do their searching.

2) Alderman periodically circulates a list of links they have made, and the department checks this list against its own catalog.

ADVANTAGES: The Cataloging Department would save time by not having to search to determine which libraries need links. The department library would have ready-access to the links which need to be made.
DISADVANTAGES: The department library must be willing to devote staff time needed to check such lists against its own catalog (a lengthy list and a small department library may mean extensive checking with few "hits" for links). Also, regarding the actual typing of the links, all departments should follow the same form for making such entries. In some cases (especially with history cards) a department's unique needs may mean it has to rely on its own expertise. The department library would have to make a definite commitment to begin and continue any such projects until such time as the state-of-the-art had progressed to a new phase which would eliminate the need for this.

B. Links done by the Catalog Department.

ADVANTAGES: None to the Catalog Department. (Branch libraries would receive necessary links).
DISADVANTAGES: Extensive searching would be necessary to determine which branch libraries needed what links. Since full location information is available only at the main entry point for monographs and official serial catalog for serials, many places in the public catalog may need to be consulted. For example, if an entry

were checked in the public catalog and main, added and serial entries were found the following steps would have to be taken:

1) Each card that was a main entry would have to be checked for copy and location information.
2) For each card that was an added entry, the corresponding main entry would have to be consulted.
3) For each serial entry, the OSC would have to be checked.

Especially in the case of complex links were needed. Also, such information would have to be detailed on any authority card so that future links could be made as a certain library adds a heading. Distinctions would have to be made as to whether a cross-reference or link was made, and in the case of a history card, this information could be very unweildy on an authority card. Also, no authority work is currently done for added copies in another location. To change this policy would mean retraining of the clerk and a subsequent drop in added copy/volume statistics as the position absorbed more work. (For a simulated time study on link production see the report of the Task Force on Cost Analysis and Technical Considerations).

Appendix

First-time entries into the author-title catalog

Given: 31% of all names (personal and corporate) are first time name entries
(based on a study done by Penn and on a study done by R. English)

40% of all author-title filing is title entries
(based on a sample of our archival tapes done by D. Buxton)

15% of all names will be established differently under AACRII
(based on a study done by the Cataloging Department)

Continue card catalog:

31% of all name entries are first-time name entries

100%-31%=69% of all name entries are first-time name entries

15% of 69%= 10% of all recurring name entries will change under AACRII

10% + 31% = 41% of all name entries will be first-time heading entries

100%-40%=60% of all filing is name entries

41% of 60%=24% of all author-title filing would be first time heading entries and would bounce back

Add-on card catalog:

100%-40%=60% of all filing would be name entries and initially would nearly all be first time heading entries and bounce back.